

**CAL POLY HUMBOLDT**  
**University Senate**

**Resolution on Course Numbering Policy**  
17-24/25-APC – April 1, 2025 – Second Reading

**RESOLVED:** That the University Senate of Cal Poly Humboldt recommends to the Provost that the University adopt the attached policy regarding the numbering of courses; and be it further

**RESOLVED:** That this policy supersedes the Cal Poly Humboldt 2022 Course Numbering Policy ([VPAA 22-13](#)).

**RATIONALE:** This revision simplifies course numbering by removing restrictions on general education course numbers and usage of X, Y and Z suffixes. Additionally, it eliminates policy language regarding circumstances under which students can enroll in courses and numbering of courses lasting two or more semesters.

## DRAFT Course Numbering Policy

### Policy Number

Academic Policies Committee

**Applies to:** Faculty, ~~S~~students

**Supersedes:** VPAA 22-13

**Purpose of the policy:** Establishes numbering and lettering conventions for courses of various designations.

### Policy Details:

#### 1. General numbering scheme.

**001-099:** Pre-Baccalaureate courses

~~**100-109:** Courses satisfying lower division general education requirements in breadth areas A, B, C, D, E & F.¶~~

~~Exception: Foreign language courses numbered 105.~~

**100-199:** Courses typically taken as a first-year student while pursuing a baccalaureate degree.

~~**200-209:** Courses satisfying lower division general education requirements in breadth areas A, B, C, D, E, & F.~~

**200-299:** Courses typically taken as a ~~second-year student~~sophomore while pursuing a baccalaureate degree.

~~**300-309:** Upper division courses meeting general education requirements in breadth areas B, C, D & F.~~

**300-399:** Courses typically taken as a ~~third-year student~~junior while pursuing a baccalaureate degree.

**400-499:** Courses typically taken as a ~~fourth-year student~~senior while pursuing a baccalaureate degree.

**500-6599:** Graduate ~~level~~ courses. ~~which may be taken with instructor's approval by qualified seniors on an elective basis.¶~~

~~**600-699:** Graduate courses open only to graduate students.¶~~

**700-799:** ~~Post-baccalaureate~~**Graduate**, professional level courses ~~leading to credential or licensure / continuing education courses.~~**Credential/Licensure courses.**

## **2. Special courses.**

The numbers assigned to the following special courses shall be used by all academic units:

**180/280/380/480/580/680/780:** Baccalaureate/Master's Special Topics

**482/582/682:** Baccalaureate/Master's Internships

**485/585/685:** Senior/Master's Seminar

**490/690:** Senior/Master's Thesis

**491/691:** Baccalaureate/Master's Comprehensive Examination

**492/692:** Baccalaureate/Master's Project

**293/493:** Supplemental Work (to make up deficiencies in previous coursework)

**495/695:** Senior/Master's (Field, Applied, Directed) Research

**198:** Supplemental instruction (SI). SI courses are led by trained peer leaders who utilize collaborative learning activities in small groups to review course content and enhance student experience and performance in another specific course.

**199/299/399/499/599/699/799:** Baccalaureate/Master's Directed Independent Study

## **3. Letter suffixes.**

Activity, discussions, laboratory, major, and research courses, which are associated with a lecture but may be offered independently from the lecture, shall be given the same number as the appropriate lecture course, with the addition of the suffixes **A**, **D**, **L**, **M**, and **R**, respectively. For example, BIOL 114 (Genetics) and BIOL 114L (Genetics Laboratory).

## **4. Service learning courses.**

The use of **S** in a course number is reserved for courses designated as service learning courses through the university curriculum process. For example, SPAN 208S is an approved service learning course; SPAN 208 is the same course taught using a different methodology.

## **5. Writing intensive courses**

The use of **W** in a course number is reserved for courses designated as writing intensive courses through the university curriculum process. Completion of a W-designated course satisfies the Graduation Writing Assessment Requirement (GWAR). For example, PSCI 485W

indicates an approved writing intensive course.

## **6. Other lettering conventions.**

The use of **X, Y, Z** designates courses in a sequence meeting general education requirements. There are two limitations: (1) the entire sequence must be completed in order to earn the credit (the student must complete the "Z" course before any units count toward general education requirements); (2) not all units earned in the sequence count toward the requirement, only the number specified (usually three).

## **7. Courses lasting two or more terms.**

Courses that last for two or more terms shall be given sequential numbers, not letter suffixes. Sequential course numbers do not always indicate courses lasting for two or more terms.

## **8-6. Courses assigned the same number.**

Letters **B, C, E, F, G, H, I, J, K, N, O, P, Q, T, U, and V, X, Y, and Z** may be used to distinguish between courses assigned the same number (for example, THEA 103, 103B, 103C). Such courses may or may not be a part of a sequence.

## **History:**

Academic Policies Committee: 10/28/14

Reviewed: Provost: 12/15/2014

Revised: Academic Policies Committee: 02/02/2018

Reviewed: University Senate: 02/20/2018

Reviewed: Provost: 03/01/2018

Revised: Academic Policies Committee: 11/30/2022

Reviewed: Academic Policies Committee: 11/30/2022

Reviewed: University Senate: 12/13/2022

Reviewed: Provost: 12/14/2022

Revised: Academic Policies Committee: 3/27/2025

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**300-399:** Courses typically taken as a third-year student while pursuing a baccalaureate degree.

**400-499:** Courses typically taken as a fourth-year student while pursuing a baccalaureate degree.

**500-699:** Graduate level courses. **700-799:** Graduate, professional level courses

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Reviewed: University Senate: 12/13/2022

Reviewed: Provost: 12/14/2022

Revised: Academic Policies Committee: 3/27/2025

Reviewed: Academic Policies Committee: 3/27/2025

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