

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
S2020-02	Vice-President Academic and Provost		
Policy Name			
Course Numbering and Credit Level			
Approved by	Replaces	Category	Next Review
	S2015-05	B	May 2023
Date Issued	Date Revised	Related Policies, Reference	
May 12, 2020		B.108 Credit and Non-credit Courses 2002-03 Prior Learning Assessment S2002-04 Definition of a Full-time Student S2009-06 Course Outlines of Record and Course Syllabi for Credit Courses S2013-01 Transfer Credit	

1 PURPOSE

1.1 This policy:

- a) outlines the specifications of academic course numbering level and credits.
- b) provides a framework for the expected level of academic rigour of courses by detailing the learning outcomes expected for each year level.
- c) ensures that Capilano University’s institutional reputation is upheld in the broader academic community by maintaining quality assurance in its educational programs.

2 DEFINITIONS

“**Contact hour**” normally means one hour of instruction per week over a fifteen (15) week period.

“**Course**” means a defined set of learning activities in a designated subject with stated learning outcomes that is usually taken to fulfill a credential requirement.

“**Credit**” means a numeric value assigned to a course based on the number of contact hours of instruction with the instructor. In courses with a form of learning other than a lecture or laboratory (e.g. directed studies, field schools, practicums, etc.), a rationale for the proposed credit value is determined at the departmental level.

“Student” means an individual enrolled in any course (credit or non-credit) at the University.

3 SCOPE

This policy applies to all credit courses offered by Capilano University.

4 POLICY STATEMENT

Section 35.2 (5)(b) of the *University Act* requires the Senate to “set criteria for awarding certificates, diplomas and degrees”. This Policy solidifies the standards for adjudicating appropriate year level and number of contact hours for credit courses offered by Capilano University.

5 COURSE NUMBERING

5.1 Course numbers are selected at the discretion of the Registrar’s Office in consultation with the department.

5.2 Courses will be numbered according to the following criteria:

a) Preparatory Courses:

- i. 001 – 099: Preparatory courses carry no credit towards a credential. These courses assist students to develop the necessary knowledge and skills to meet the requirements for university-level work. Preparatory courses do not count as credits toward diplomas and degree programs.

b) Lower-level Courses (100 and 200-level courses):

- i. 100 and 200-level courses develop the knowledge and skill base, and the educational maturity necessary for more independent and more proficient work at the upper-level.
- ii. 100 - 199: 100-level courses are introductory courses that constitute the beginning of academic work in a field of study.
- iii. 200 - 299: 200-level courses are an intermediate step between introductory and advanced undergraduate academic work. Courses at the 200-level may require specific 100-level course(s) as a prerequisite or co-requisite.

c) Upper-level courses (300 and 400-level courses):

- i. These courses require a level of educational maturity that allows for more independent, proficient, and/or in-depth work than at the lower level. These courses are characterized by a structure and learning outcomes that allow for a variety of approaches to the subject matter, a wide range of course material, and an emphasis on independent work in the laboratory, library, studio, field, community, or workplace.

- ii. Upper-level courses strongly emphasize comprehension, analysis, synthesis, evaluation, and application of knowledge and skills. Students are expected to accept increasing responsibility for their own learning both inside and outside the classroom.
 - iii. Prerequisites may be based on the completion of specific course(s) or a specific number of accumulated university credits.
 - iv. 300 – 399: 300-level courses are the beginning of advanced-level course work, but do not carry the level of academic rigour needed for graduate-level study. 300-level courses are constructed to build upon skills required in lower-level courses; students must complete a minimum of forty-five (45) credits or course-specific prerequisites prior to enrollment.
 - v. 400 – 499: 400-level courses have content that reflects a higher degree of intellectual maturity, focusing on the application of theories and the critical understanding of their scope and limitations. Courses at this level further develop necessary skills that lead to employment and/or graduate-level study. 400-level courses should be supported by a substantial body of 100- to 300-level course offerings from the program requirements; students must complete a minimum of 45 credits or course-specific prerequisites prior to enrollment.
- d) Graduate-level courses (500 and 600-level courses):
- i. 500 and 600-level courses are intended for students in programs that require completion of a baccalaureate degree for admission. These courses build on knowledge and skills developed in the undergraduate program.
 - ii. 500-599: 500-level courses are primarily intended for students in a graduate certificate, graduate diploma or master's program.
 - iii. 600-699: 600-level courses are primarily intended for students in a doctoral degree program.