

**USE OF UNDERGRADUATE COURSES IN MASTER'S  
DEGREE PROGRAMS**

**POLICY**

Implementation Date: 00/00/00

Revised: 00/00/00

**APP Policy on the Use of Undergraduate Courses in Master's Degree Programs**

The following proposal is moved and seconded by APP, on the recommendation of the APP Subcommittee on Graduate Studies:

Whereas, The recently adopted CSUSM Course Numbering System states that the first digit in each course number designation is intended to indicate the level of the course; and

Whereas, The University Course Numbering System states that the first digit in each course number designation also roughly indexes the student's year of study at the University; and

Whereas, Courses numbered 300 to 499 are upper-division, courses numbered 500 to 599 are graduate level and may be taken by advanced upper-division, post-baccalaureate, or graduate students for undergraduate or graduate credit, and courses numbered 600 to 699 are graduate level and may only be taken by undergraduate students with special approval; and

Whereas, The Course Numbering System is silent on the issue of whether courses numerically designated as undergraduate-level may be taken for credit toward a Master's degree; and

Whereas, Graduate programs should take a measured stance toward the inclusion of undergraduate-level courses within Master's degree curricula; and

Whereas, Upper-Division General Education courses are intended to fulfill breadth requirements in baccalaureate degree programs; and

Whereas, Graduate programs should have an opportunity to revise the numerical designations of their courses to come into compliance with the new Course Numbering System; therefore,

Be it resolved that, The Academic Senate of CSUSM recommends Presidential adoption of the following policy on the Use of Undergraduate Courses in Master's Degree Programs, with implementation scheduled for the 2000-01 academic year:

Master's students may not count any course at the 300-level or lower toward fulfillment of Master's degree requirements, nor may courses which bear General Education credit be counted toward Master's degree requirements.

Only with prior, case-by-case approval of the graduate program offering the degree may Master's students, on an individual basis, count a 400-level, non-General Education course toward the Master's degree requirements.

Under no circumstances may a Master's student apply more than nine (9) units of 400-level coursework toward fulfillment of Master's degree requirements.

And be it further resolved that, Graduate programs be notified of this policy upon its adoption and be advised to file any course and/or program changes needed in order to ensure compliance with this policy.