Background Statement: During the curriculum review for the 1990-92 catalog, the Academic Senate Curriculum Committee was asked to consider the renumbering of several courses from lower to upper division as well as proposals for new courses at the upper division level. The committee found little guidance in the catalog or in CAM as to the distinguishing features of an upper division course. The current 1988-90 catalog on page 390 shows the following:

- **300-399** Courses primarily for advanced undergraduate students, generally bearing no graduate degree credit.
- **400-499** Courses for advanced undergraduates and graduate students.

In attempting to evaluate course proposals, the Curriculum Committee thought it desirable to have some objective standard for upper division status. This would help not only the Curriculum Committee but also individual departments and schools in the design of courses and course descriptions. In addition, some objective standards in the form of prerequisites to upper division courses could help students in their preparation for more advanced study.

**AS-330-90/CC**

**RESOLUTION ON PREREQUISITES FOR UPPER DIVISION COURSES**

**WHEREAS,** Neither the university catalog nor the Campus Administrative Manual have objective standards for the designation of a course as upper division; and

**WHEREAS,** Enrollment in an upper division course presumes that undergraduates are advanced in their studies, that is, that they have demonstrated proficiency in preparatory lower division courses or possess the maturity of previous university experience; and

**WHEREAS,** The skills needed for enrollment in upper division courses may be quite variable; and

**WHEREAS,** A department and school should have the maximum flexibility in the design of their courses and curricula; therefore be it

**RESOLVED:** That all upper division courses have a stated prerequisite and that a prerequisite may be one of units accumulated (sophomore, junior, senior level), preparation in related coursework or support courses, or General Education and Breadth preparation; and be it further

**RESOLVED:** That these directions for prerequisites to upper division courses be placed into the appropriate 400 section of the Campus Administrative Manual.

Proposed By:
Academic Senate Curriculum Committee
Date: November 2, 1989
MEMORANDUM

To: James Murphy, Chair
    Academic Senate

From: Warren J. Baker
    President

Subject: RESOLUTION ON PREREQUISITES FOR UPPER
DIVISION COURSES (AS 330-90/CC)

I am hereby approving Academic Senate Resolution 330-90/CC, concerning
prerequisites for upper division courses.

In approving this resolution, I want to express my sensitivity to the
Associated Students, Inc. Resolution #90-06 which opposes class standing as a
course prerequisite. The students are concerned that such prerequisites could
unnecessarily interfere with their ability to register for classes, and with
our impaction in some areas of the University I can understand their concern.
As a result, if this policy is implemented, I ask that the validity of
prerequisites currently in effect and those proposed under this new policy, be
evaluated and scrutinized carefully by the faculty, administration, and
Academic Senate in preparing the 1992-94 Catalog copy. It is of crucial
importance that all prerequisites have a clear and logical purpose and none be
assigned on an arbitrary basis.

I appreciate and support the Academic Senate’s efforts to further strengthen
our curricula by offering guidelines and policies for course prerequisites. I
will initiate the process for including the requirements of this resolution in
the appropriate section of the Campus Administrative Manual. I will also
inform the Academic Affairs staff of these requirements and of my request for
evaluation of prerequisites for the 1992-94 Catalog.

Again, thank you for your fine work on this matter.