

# AP.2 COURSE INFORMATION

## AP.2 Course Information

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### AP.2.1 General Information

Each course indicates:

- the number of credits earned
- course equivalencies
- the repeat status (see AP.1.3.4 (<https://catalog.gmu.edu/policies/academic/registration-attendance/#ap-1-3-4>) for policies regarding repeating a course)

Course Number	Classification
Not Repeatable for Credit	student may attempt the course unlimited times during academic career but will receive credit towards the degree only once
Repeatable within Term for Credit	student may register and receive credit for more than one section of the course within the same academic term
Repeatable within Degree for Credit	student may register and receive credit for more than one section of the course during academic career
Limited to 2 Attempts	similar to 'Not Repeatable' but student may only attempt the course twice during academic career
Limited to 3 Attempts	similar to 'Not Repeatable' but student may only attempt the course three times during academic career

- prerequisites
- corequisites
- registration restrictions
- schedule type

Individual instructors set hours for independent study, readings, topics, or similar courses. If a course is listed as having an equivalent course, students may not receive credit for both courses.

### AP.2.2 Schedule Types

Course Number	Classification
Activity-Based (ACT)	Students receive instruction in a physical-discipline and then practice that discipline under instructor supervision. May include sports or drill formation exercises.

Dissertation (DIS)	Student is enrolled in a course working toward a doctoral dissertation supervised by a faculty member. Course must be numbered 998 or 999.
Fieldwork (FLW)	Coursework primarily consists of specialized fieldwork experiences, which may include professional licensure (in social work, nursing, legal, counseling, business) volunteering, service learning, science fieldwork, etc)
Independent Study (IND)	Refers to those situations where students work primarily on their own initiative on a project through reading and writing. Contact with an instructor may be one-on-one or in small groups and is generally only on a few arranged occasions throughout the semester to receive assignments, have progress checked, etc. Examples include: directed reading, problems and special projects.
Internship (INT)	Refers to those situations where the student applies previously-acquired knowledge and skills in a supervised situation which approximates the conditions under which those knowledge/skills will ultimately be used, usually off campus. Examples: practicums, on-the-job training, work experience programs, cooperative education programs, apprenticeships, externships, preceptorships, etc. Excludes Student Teaching PreK-12.
Laboratory (LAB)	Instructional activities in settings providing specialized facilities or equipment for students to master the subject matter either by performing experiments or practicing the skills being learned. The instructor generally supervises, assists, answers questions, etc., rather than making presentations.
Lecture (LEC)	Primary organization of class instruction. Instructors mainly present material by talking to the class about the subject matter.
Private Music Instruction (PMI)	Student receives one-on-one instruction from faculty member for a specific musical instrument.

Recitation (RCT)	Refers to a secondary organization of class instruction, typically smaller groups reviewing or discussing material previously presented in a lecture section.
Research (RSC)	Individualized research, creative, or scholarly projects that are not for graduate thesis or dissertation.
Seminar (SEM)	Course material is primarily delivered via small group discussion led by a faculty member.
Studio (STU)	Refers to situations where the student is engaged in the practice and use of techniques for productions in the areas of visual and performing arts. This instruction is used to further advance student's skills in the course-specific field. The instructor role varies from direct assistance to simple availability for questions and supervision.
Student Teaching (STC)	Practicum placement in schools PreK-12.
Thesis (THS)	Student is enrolled in a course working toward a master's thesis supervised by a faculty member. Course must be numbered 798 or 799.

### AP.2.3 Credit Hours

A credit hour is the unit by which coursework is measured. In the academic context, an hour is defined as 50 minutes.

One unit of credit normally represents one hour in the physical classroom environment and a minimum of two hours of out-of-class work; or one hour of recitation; or not fewer than two hours of laboratory work, per week throughout a 15-week semester.

In the virtual environment, one unit of credit normally represents a minimum of two hours of out-of-class work and one hour of attendance or participation in:

- a synchronous or asynchronous class, lecture, or recitation where there is opportunity for direct interaction between the instructor and students; or
- an asynchronous learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity. Depending on the course-delivery format, a credit hour may be measured by demonstrations of competency, proficiency, or fulfillment of learning outcomes that are equivalent to traditionally delivered courses.

### AP.2.4 Course Numbering

Note: Course numbers which start with a U or L or end with a T are created for transfer credit purposes only.

Course Number	Classification
100-199	Lower-division undergraduate courses; primarily for freshman

200-299	Lower-division undergraduate courses; primarily for sophomores
300-399	Upper-division undergraduate courses; primarily for juniors
400-499	Upper-division undergraduate courses; primarily for seniors
500-699	Graduate-level courses; primarily for graduate, bachelor's/accelerated master's and non-degree graduate students. Advanced undergraduate students may request permission to register for these courses by using the Graduate Course for Undergraduate credit or the Reserve Graduate credit forms. Appropriate approval is required and is not guaranteed. Some restrictions may apply.
700-799	Graduate-level courses; primarily for graduate and non-degree graduate students. Some restrictions may apply.
800-999	Doctoral-level courses; primarily for doctoral students

### Special Course Number Designations

Course Number	Classification
798	Master's research
799	Master's thesis
790, 890	Supervised practicum
794, 894	Internship
796, 896	Directed reading and research courses for master's and doctoral students
998	Doctoral dissertation proposal
999	Doctoral dissertation research

### AP.2.5 Course Syllabi

All courses at George Mason University are required to have a syllabus available to students from the start of the course. Syllabi must include at least:

- Course-specific structural elements, specifically:
  - Course Number and Title
  - Course Overview - expanded description of the course. If this is a University designated Mason Core, writing intensive (WI), research and scholarship intensive (RS), or notated course, include relevant details.
  - Learning Outcomes
  - Instructor Name and Contact information
  - Meeting Times and Modality
  - Grading Policies, including
    - Grading Schema: Numerical breakdown of A, B, C, etc. (or equivalent for other grading systems)
    - Grade Weights: How assignments/exams count for the final grade
    - Policies that can significantly lower student grades, such as Late Work

- A statement about allowable and prohibited uses of AI tools, with as much specificity as possible.
- An addendum provided by the University identifying and describing relevant university policies. This addendum is maintained by the Stearns Center, in consultation with the Faculty Senate Academic Policies Committee. Each syllabus must include either the addendum in full or a link to the online version of that addendum. A link on a university-supported learning management system used by the course satisfies this requirement.

A syllabus template will be available for instructors, though its usage is not required.

Colleges and Local Academic Units may have more specific requirements regarding the syllabi of courses from within their units, in which case those also apply.