AP.2 COURSE INFORMATION

AP.2 Course Information

AP.2.1 General Information

Each course indicates:

- the number of credits earned
- course equivalencies
- the repeat status (see AP.1.3.4 for policies regarding repeating a course)

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

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 Contact Hours

University coursework is measured in terms of quantity and quality. A credit normally represents one hour per week of lecture or recitation, or not fewer than two hours per week of laboratory work, throughout a semester. The number of credits is a measure of quantity. The grade is a measure of quality.

### 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.

<table>
<thead>
<tr>
<th>Course Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-199</td>
<td>Lower-division undergraduate courses; primarily for freshman</td>
</tr>
<tr>
<td>200-299</td>
<td>Lower-division undergraduate courses; primarily for sophomores</td>
</tr>
<tr>
<td>300-399</td>
<td>Upper-division undergraduate courses; primarily for juniors</td>
</tr>
<tr>
<td>400-499</td>
<td>Upper-division undergraduate courses; primarily for seniors</td>
</tr>
<tr>
<td>500-699</td>
<td>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.</td>
</tr>
<tr>
<td>700-799</td>
<td>Graduate-level courses; primarily for graduate and non-degree graduate students. Some restrictions may apply.</td>
</tr>
<tr>
<td>800-999</td>
<td>Doctoral-level courses; primarily for doctoral students</td>
</tr>
</tbody>
</table>

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 University Courses

**University (UNIV) courses** are special undergraduate academic seminars that appeal to a wide range of majors. These courses fall into three general categories: transitional, interdisciplinary honors, and special topics. To encourage interaction among students and faculty, many of these courses have smaller class sizes. Some UNIV courses satisfy Mason Core requirements.

#### University Transitions Courses

This series of courses focuses on transition through the various stages of college. UNIV 100 – 199 courses help first-year college students adjust academically and socially, hone decision-making skills, learn about services and opportunities for involvement on campus, and solidify resources and techniques for assessing and improving their academic performance. UNIV 200 – 299 course topics focus on success in the second year of college and include choosing a major or career or participating in a Living Learning Community. UNIV 300 – 399 courses have three tracks: the first is for transfer students making the transition to a new university, the second focuses on career readiness for internships and research experiences, and the third is designed for specific groups of student leaders. UNIV 400 – 499 courses have a focus on research and scholarship, as well as life beyond college in the workplace or graduate school.

#### University Special Topics Courses

Upper-level University courses are open to all students unless specific prerequisites are indicated. They are usually repeated offerings.

<table>
<thead>
<tr>
<th>Special Course Number Designations</th>
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<tbody>
<tr>
<td>798</td>
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<tr>
<td>799</td>
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