



## **Subject: Course Level Assignment**

### **1. PURPOSE**

This policy statement establishes guidelines for assigning pre-100, 100, or 200-level designations to academic courses.

### **2. SCOPE AND APPLICABILITY**

This policy is applicable to all academic courses.

### **3. REFERENCES**

None

### **4. DEFINITIONS**

- 4.1 A pre-100-level course provides background knowledge and skills at a pre-college-level designed to support concurrent or subsequent student learning in college-level courses.
- 4.2 A 100-level course engage students with a discipline to build fundamental knowledge and skills required for additional discipline-related studies or to provide an introduction to a major.
- 4.3 A 200-level course expands upon knowledge and skills within a discipline or relies upon satisfactory demonstration of learning outcomes of 100-level courses to be successful in the course.

### **5. POLICY**

#### 5.1 Pre-100-level courses:

- 5.1.1 Provide fundamental knowledge and skills entering first-year students are typically expected to possess, and
- 5.1.2 Support concurrent or subsequent learning in a college-level course.

5.2 100-level courses:

- 5.2.1 Are intended for study during the first 30 credit hours of enrollment;
- 5.2.2 Have no prerequisites, unless pre-college-level knowledge and skills are prescribed for students who do not meet course entrance standards; and
- 5.2.3 Require that students will participate in activities such as appropriately compose definitions, paragraphs, or essays; use emerging research strategies; execute and apply fundamental processes; read college-level materials and textbooks with fluency and comprehension; and
- 5.2.4 Build fundamental knowledge and skills necessary for additional studies in a discipline or introduce a major.

5.3 200-level courses:

- 5.3.1 Are intended for study by students who have successfully completed 30 credit hours of study;
- 5.3.2 Require that students will participate activities such as appropriately apply college-level reading and writing skills; conduct research; execute and apply processes; create or synthesize summative products, presentations, or results; or complete field experiences; and
- 5.3.3 Expand upon fundamental knowledge and skills within a discipline.

**6. RESPONSIBILITIES AND TIMELINES**

6.1 The Vice President of Academic and Student Affairs is responsible for the administration of this policy.

**7. REVIEW STATEMENT**

This policy shall be reviewed on a regular basis in accordance with College’s policy regarding policy review and amendment.

**8. SIGNATURES**

*Signature on file*

\_\_\_\_\_  
Chair, Board of Trustees

\_\_\_\_\_  
Date

*Signature on file*

---

President

---

Date

Attachments: None

Distribution: Board of Trustees; [www.regionalcollegepa.org](http://www.regionalcollegepa.org)

Revision Notes: Policy in Origination