



Kutztown University Policy ACA-007

Course Numbering

A. Purpose

The purpose of this policy is to identify course levels for course numbering and provide guidelines for when undergraduate students may take 400-level graduate courses.

B. Scope

This policy applies to all courses, undergraduate students, and graduate students.

C. Key words and phrases:

None.

D. Policy & Procedure(s)

000 – 399: Undergraduate courses.

300 - 399: Upper-level undergraduate courses that are usually intended for majors in a particular discipline.

400 – 499: Masters level/undergraduate courses open to undergraduate Juniors or Seniors who have either a grade point average of at least 2.90 or permission of the instructor. If taken by an undergraduate student, the course is considered to be an undergraduate course; if taken by a graduate student, then the course is considered to be a graduate course.

Courses at the 400-level that are taken for credit in an undergraduate program cannot be used or repeated for credit in a graduate program. However, 400-level courses may be used for credit as part of a combined bachelor's / master's program.

Individual master's programs may limit the number of 400-level credits that can apply to the degree or require a specific number of 500-level

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credits for the degree. Students should consult with their advisors before taking 400-level courses.

- 500 – 699: Masters-level courses; may be taken by undergraduate students only by special permission.
- 700 – 799: Post-masters/doctoral level courses.
- 800 – 899: Courses transferred as electives.
860-869 Transfer electives (graduate).
- 900 – 999: Special courses (undergraduate).

E. Effective Date

Fall 2026

F. Approved By

Standing policy established before 1970

University Senate – May 7, 2026

University President – May 12, 2026

G. Last Revision

August, 2009

August, 2010

August, 2011

August, 2012

August, 2013

November, 2014

August, 2016

August, 2017

August, 2018

August, 2019

August, 2020

May, 2026