



UNIVERSITY OF RICHMOND

Policy Manual

Policy #:	ACD-1606	Policy Title:	Course Level Policy
Effective:	03/11/2025	Responsible Office:	Registrar's Office
Date Approved:	03/10/2025	Approval:	EVP and Provost
Replaces Policy Dated:	Prior to 2007	Responsible University Official:	University Registrar

PURPOSE:

This purpose of this policy is to outline the ways in which course level is established when courses are approved.

SCOPE:

This policy applies to the University of Richmond and all of its Affiliates. As used in this policy, the term "Affiliates" means organizations or entities in which the University owns a controlling interest or has the right to elect the majority of the entity's governing board.

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POLICY STATEMENT:

ACD-1606.1 – Policy

Course levels are determined by the department offering a course at the time that the course is proposed. The sequencing of courses in a program is taken into account in determining course level and designing the program (major, minor, or concentration) so that students are learning progressively more advanced materials with deeper and more complex assignments that allow them to grow in their skills and that demonstrate advancement in a field of study.

ACD-1606 – Course Level Policy

Course numbers at the 100- and 200-level serve as introductory or general education courses. They are meant to introduce students to a discipline, including key concepts and terms. 200-level courses may involve a deeper investigation or more narrowly defined content. Courses at the 100- and 200-level are intended primarily for first- and second-year students. They generally do not have prerequisites or restrictions but serve as prerequisites for upper-level coursework.

Course numbers in the 300- and 400-range generally serve as upper-level courses or specialized electives within a major or minor and may have one or more prerequisites. They typically involve the integration of skills and knowledge from 100- and 200-level courses. Students deepen their knowledge and consider more challenging material. 300- and 400-level courses typically involve more independent work, either individually or collaboratively, than lower-level courses. Courses at the 300- or 400-level are usually taken by juniors and seniors. 400-level courses are often the capstone or senior thesis for a major or minor.

At the graduate level, courses are numbered in the 500s, 600s and 700s. All graduate schools use 500-level numbers, the School of Professional and Continuing Studies and School of Law use 600-level numbers, and the School of Law uses 700-level numbers. Introductory courses for a program are in the low 500 numbers and more advanced coursework in the upper 500 numbers and 600 numbers. 700-level courses are generally advanced seminars or practica.

ACD-1606.2 – Applicable Regulations and Accreditation Standards

SACSCOC Standard 10.7 Policies for Awarding Credit

RELATED POLICIES:

ACD – 1001 – Academic Credit Policy

POLICY BACKGROUND:

Initial policy and procedures established before 2007.

Long-standing registrar's office policy regarding course levels in the five schools codified in 2025 for inclusion in the Policy Library. Reviewed by the Deans and President's Cabinet before approval on 03/10/2025

POLICY CONTACTS:

University Registrar