Terminology Guide
Course Information

The number assigned to each course is the key to the level at which it is taught. SUNY Cortland uses the following numbering system to define the course numbers and section numbers.

COURSE NUMBERS

100-199 courses generally designed for freshmen but may be appropriate for sophomores, usually an introductory or first course taught in a sequence.

200-299 courses generally designed for sophomores but may be appropriate for freshmen, usually advancing in a progression as a second course which may require previous knowledge or training.

300-399 courses generally designed for juniors and seniors, but may also be appropriate for sophomores. Prerequisites are often required for this course level.

400-499 courses generally designed for juniors and seniors advancing well into upper division work with prerequisite knowledge base required.

500-599 courses are designed for both the graduate and undergraduate student. This level of course work is open to juniors and seniors in good academic standing (cumulative grade point average of 2.0).

600-699 courses designed exclusively at the graduate level for graduate students only.

SECTION NUMBERS

A number following the course prefix and course number used to identify a specific day, time, location and instructor for a course.

000-099 section numbers indicate that the course has no restrictions.

010, 020, 030, 040 section numbers generally indicate quarter courses. The middle digit represents the quarter.

200-299 section numbers indicate that the course is paired with another course. Both courses must be taken together.

300-399 section numbers indicate that the course has a special prerequisite.

500-599 section numbers require special permission from the chair of the department offering the course.

600-699 section numbers are for that department's majors only.

700-799 section numbers are reserved for students not in the major department.

800-899 section numbers indicate courses that are a part of a "learning community" or special student cohort program.

900 section numbers indicate that the course is a Mohawk Valley course.

PREREQUISITES

Most courses beyond the introductory level require a degree of knowledge or preparation described by the prerequisites for the course. At SUNY Cortland the prerequisites indicate the level of preparation normally required for the course. In appropriate circumstances prerequisites may be waived. An equivalent course or courses taken elsewhere suffice, but questions regarding equivalency should be referred to the department offering the course.

Students who believe that courses they have taken meet the equivalency requirements may seek the consent of the chair of the department to waive the course prerequisites. When the phrase "consent of department" is used, permission from the department chair is required before the student may enroll in the course.

FREQUENCY OF COURSE OFFERINGS

Courses described in this catalog are offered according to the frequency code schedule listed below. The identifying code appears in the course description.

State University of New York College at Cortland reserves the right to cancel the offering of a scheduled course when any of these conditions prevail:

1. Enrollment in the course is fewer than 10 persons. In cases where the cancelled course is a graduation requirement for any of those enrolled in it, SUNY Cortland will afford affected students an alternative method of meeting the requirement.

2. Because of a temporary vacancy no qualified instructor is available to teach the course.

3. The cancellation is early enough to permit students to register in another course.

Courses to be offered in a particular semester are listed in the College’s Course Schedule, which may be obtained from the Registrar. The schedule of course offerings for the fall semester is available in late March, and the schedule of course offerings for the spring semester is available in late October.

FREQUENCY CODES

A = Every semester
B = At least once per year
C = At least once every two years
F = Fall
M = Summer
O = Occasionally
S = Spring
W = Winter
# Course Prefixes

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*Note: The prefixes listed above are part of the SUNY Cortland 2002-2003 Catalog.*
Major, Minors, Concentrations, Approved Programs of Study and HEGIS Codes

A major is an approved program of study leading to a bachelor of arts or bachelor of science degree. Majors require from 30 to 36 hours of courses in the discipline plus related courses where applicable. Majors are described in detail later in this catalog.

A minor is an approved program of study in a different discipline not leading to a degree. A student cannot minor in the same area as the major or concentration. Likewise, a student cannot have a concentration in the same area as the minor. Minors are described in detail later in this catalog.

A concentration is an approved program of study which provides a particular set of options within a given major or minor. A student cannot minor in the same area as the major or concentration. Likewise, a student cannot have a concentration in the same area as the minor.

Approved programs of study are those approved by the College’s provost and vice president for academic affairs, the College’s president and the New York State Education Department and adopted by SUNY Cortland according to the procedures for curriculum change in effect at the time of approval.

Majors, minors and concentrations are not listed on diplomas but are recorded on official College transcripts.

Students may graduate under any catalog in effect during the period of their enrollment, providing they have not interrupted such enrollment and all requirements listed in the catalog have been fulfilled. However, a change of major, adding a minor or concentration may result in additional required course work for the new major and/or the need to meet certain grade point criteria as determined by the new department’s published requirements at the time of the change of major.

Note: An official leave of absence is not considered an interruption in enrollment.

### Undergraduate Program Codes

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## Undergraduate Program Codes

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