

## **V. Course Level Guidelines**

### **Pending FA approval**

#### **100 Level:**

Open to all college students; with few exceptions, there are no prerequisites. Target audience is first-year students.

#### **200 Level:**

General orientation is for major, minor, or program, as well as all-college audience; may have prerequisites. Target audience is sophomores.

#### **300 Level:**

General orientation is for the major, minor, or program; ordinarily has a prerequisite. Courses are more focused, requiring critical analysis and development of issues and themes. Courses for concentration of student's interest. Usually requires a term paper or appropriate project. Target audience is juniors to seniors. First-year students are not allowed to take 300 level courses without the permission of the instructor.

#### **400 Level:**

Courses designed to demonstrate methodology skills and oriented specifically for students with an advanced level of education in a discipline and with senior-level academic skills; must have a prerequisite. Requires a major paper, project or other instrument which demonstrates an advanced academic level and represents a significant percentage of the final grade. Target audience is advanced juniors and seniors.

#### **500 Level:**

Under review.

#### **600 Level:**

Under review.

## VI. Course Enrollment Guidelines

### Pending FA approval

The following guidelines have been developed by the Ramapo College faculty as a guide to maximum student enrollment in courses. Pedagogical practice dictates that course enrollment should be considered in its impact on student learning.

100-level: 35 students

200-400 level: 30

First Year Seminar: 25

College English: 21

Writing Intensive: 25

Studio, seminar, field work and lab courses: limited by programmatic and/or other considerations

Other courses may have specific enrollment caps

**Note:** If you are proposing a new course which you believe should have an enrollment cap different from those listed above, please consult with your convening group and dean. Class size is ultimately the purview of the administration.