

UNC Charlotte Academic Policy: Course Numbering and Status

Comment [Iz1]: EXPLANATION: Consultations for these suggested changes include: University Registrar, Graduate School, Executive Director of Honors College, and Associate Deans.

Comment [BTC2]: FEC revision

I. Introduction

There is no Introduction for this policy. The UNC Charlotte Academic Policy on Course Numbering provides a framework for the identification of course types as well as a standardized mechanism through which students, faculty, advisors, and others can understand and navigate the curriculum.

II. Policy Statement

NUMBERING

Rule No.1

The course number will contain no more or no less than four numerical digits and will have no alpha suffixes except as provided for in Rule No. 6.

Rule No.2

The first digit of the 4-digit number indicates the level of the course.

0001-0999 Specialty Courses

Specialty courses intended to prepare students for college-level future coursework, which may not carry full credit toward a degree. (0001-0499— Non Credit for Graduation) (0500-0999— Credit Courses)
Courses with these numbers may be credit or non-credit.

Comment [Iz3]: EXPLANATION: Rule No.2 is intended to specify the first digit, therefore specifying the second digit as the current policy does here is problematic and contradicts with Rule No.3.

Comment [BTC4]: FEC revision

1000-2999 Lower Division Undergraduate Courses

Courses for undergraduate students. Graduate students may enroll in these courses but they are not available for graduate credit.

3000-3999 Upper Division Undergraduate Courses

Courses comprising the advanced portion of an undergraduate program leading to a baccalaureate degree. Graduate students may enroll in these courses but they are not available for graduate credit.

4000-4999 Undergraduate Courses with Parallel Graduate Courses Listed at the 5000 Level

Not open to graduate students. May include parallel graduate course cross-listed at the 5000 level.

Comment [Iz5]: EXPLANATION: Makes explicit that the parallel courses are not required.

5000-5999 Graduate Courses with Parallel Undergraduate Courses Listed at the 4000 Level

Not open to undergraduate students. The 5000 level can also be used for courses in programs such as MAT, where the students' undergraduate degrees are in another field

and the course content is not at a “higher” level than advanced undergraduate courses in the same discipline. May include parallel undergraduate course cross-listed at the 4000 level.

Comment [Iz6]: EXPLANATION: Makes explicit that the parallel courses are not required.

6000-7999 Master’s Level Courses

Advanced, well-qualified undergraduates may register in 6000-level courses for undergraduate credit, but only by special request. Thesis registration is generally at the 6900 level with work beyond program requirements numbered GRAD 7999 once all program requirements have been met.

Comment [Iz7]: EXPLANATION: 7999 only exists with the GRAD prefix

8000-9999 Doctoral Work

The 8999 number is for dissertation work with the program. The 9000 level is used only for doctoral work beyond the program, and GRAD 9999 is used once all program requirements have been met.

Comment [Iz8]: EXPLANATION: 9999 only exists with the GRAD prefix

Rule No.3

Unique second digits will be used University wide to designate special types of courses. These unique digits are:

- X000 Topics
- ~~X300 (Reserved)~~
- X400 Internship and Practica
- X500 Cooperative Education Courses
- X600 Seminar
- X700 Honors Courses *
- X800 Independent Study
- X900 Research

Comment [Iz9]: EXPLANATION: Not being currently used, and the impetus is unknown

~~This will allow convention can be used for courses of this nature at all levels.~~

Comment [BTC10]: FEC revision

* In Honor sections of courses listed in Rules No. 3 and 5, the second, third and fourth digits are reserved for departmental or college use. Each department may develop its own scheme to meet its particular needs.

Comment [Iz11]: EXPLANATION: Rule 5 pertains to graduate students and therefore is not applicable when discussing honors.

Comment [Iz12]: EXPLANATION: The second digit is dictated by Rule 3.

Rule No.4

Except for the special courses listed in Rules No. 3 ~~and 5~~, the second, third and fourth digits are reserved for departmental or college use. Each department may develop its own scheme to meet its particular needs.

Comment [Iz13]: EXPLANATION: This policy dictates the course numbering scheme.

Comment [Iz14]: EXPLANATION: Rule 5 is deleted below

Rule No.5

The following course numbers are reserved to allow graduate students who have completed their coursework but still need use of faculty time and/or University facilities:-

Comment [Iz15]: EXPLANATION: Removed after consultation with Graduate School. Other courses (including GRAD 7999 and 9999) fulfill this purpose, and these particular designations are no longer necessary.

- Graduate residence (Master students)
- Graduate residence (Doctoral students)

Rule No.56

Use of Alpha Suffixes is restricted as follows:

“L” reserved for a laboratory attached to a course such as General Chemistry and General Chemistry Lab. (“L” will not be attached to a “stand-alone” laboratory ~~such as CET 351.~~)

Comment [Iz16]: EXPLANATION: three digit course numbers are no longer offered at the University. This example is no longer valid.

“H” reserved for Honors Section of courses not developed specifically for an honors program.

Other Alpha suffixes will be used ONLY as a logistical means for handling topic courses with different topics in a single term and for variable credit courses offered in a single term to distinguish between sections with different credit. All alpha suffixes other than “L” will be assigned by the Registrar’s Office on a term-by-term basis.

Rule No.67

A laboratory attached to a course will have the identical number as the course except the alpha suffix “L” will be attached.

Rule No.78

A course number may not be used for a substantially different course within a period of six years from the most recent use of the number. This does not preclude minor revisions in title, content, or description of existing courses; nor does it preclude reinstatement of essentially the same course with the old number that has been deleted by a department or college.

COURSE PREFIX**Rule No.8 Course Prefix**

The course prefix will contain no more than four alpha characters. Departments should consult with the University Registrar when establishing courses which ~~will may require desire~~ a course prefix other than the departmental abbreviations.

SUNSET CLAUSE**Rule No.9**

~~A course that is not offered within a period of five years will be removed from the Catalog and deactivated.~~

Comment [BTC17]: FAPSC considered and rejected this idea. See the justification.

CROSS-LISTING**Rule No.10**

~~A cross listed course is a course that is offered under more than one departmental heading and/or at more than one level. Aside from the course prefix and/or number, cross listed courses have identical course elements (i.e. number, title, description, units, mode of instruction, prerequisites, grading, instructor, room, meeting times). A cross listed course becomes the joint responsibility~~

~~of all departments and colleges offering it. Cross-listed courses cannot be repeated for credit under separate prefixes. Courses may be cross-listed between the 4000 and 5000 levels, and between the 6000 and 8000 levels only.~~

Comment [BTC18]: This issue is very complicated, and FAPSC has decided to charge a working group (starting in fall 2014) to investigate and make recommendations on cross-listing policies.

COURSE STATUS

Rule No.9

Departments should periodically review the status of their courses to clearly communicate to students when they can reasonably expect to be able to take a course. Departments may mark as “inactive” any course they cannot currently offer but would like to be able to offer in the future if circumstances permit. Departments may mark as “on demand” special topics courses or any other course for which they are willing to entertain student requests to offer. For courses that are not marked as inactive or on demand, the catalog will list the three most-recent terms in which each course was actually offered. For courses that are offered in the evening, the catalog will also list the three most recent evening offerings. Departments are not required to indicate in which terms they typically plan to offer a course. If a course has not been offered in the last three years, the listing will say so, unless the department has marked it as inactive or on demand instead.

Comment [BTC19]: New section proposed by FAPSC, in lieu of the deleted “sunset clause” section.