MEMO

Date: April 3, 2024

To: Faculty Executive Committee (FEC)

From: Matt Wyse, Faculty Governance Assistant, on behalf of Hughlene Burton, Chair of FAPSC

Re: UNC Charlotte Academic Policy: Course Numbering and Status

At its meeting on March 27, 2024, the Faculty Academic Policy and Standards Committee (FAPSC) approved the following revisions to the *Course Numbering Status Policy* with one amendment. FAPSC added the words “Undergraduate Only” to the proposed rule number 10.

MEMO

Date: March 18, 2024

To: Faculty Academic Policy and Standards Committee

From: Student Equity Audit Working Group:

Crystal Eddins, Africana Studies (FAPSC Representative)

Mira Frisch, Music (FAPSC Representative)

Oscar Lansen, History (FAPSC Representative)

Susan McCarter, Social Work (Faculty Council Committee Representative)

Matt Parrow, Biological Sciences (CLAS Committee Representative)

Lisa Walker, Undergraduate Education (ex-officio)

Leslie Zenk, Academic Affairs

Re: UNC Charlotte Academic Policy: Course Numbering and Status

The Student Equity Audit Working Group, a working group of FAPSC, is charged with the examination of policies that could have differential effects on low income,

first generation students, and/or students of color. With these considerations and clarity for students in mind, we propose the following changes to the Course Numbering and Status policy.

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# UNC CHARLOTTE ACADEMIC POLICY: COURSE NUMBERING AND STATUS

### I. Executive Summary

This policy 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 are intended to prepare students for future coursework, which may not carry full credit toward a degree.

**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 courses cross-listed at the 5000 level.

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

Not open to undergraduate students. May include parallel undergraduate courses cross-listed at the 4000 level.

**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.

**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.

**Rule No.3**

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

X000 Topics

X400 Internship, Practica, Clinical, and Student Evaluation

X500 General Education and Cooperative Education

* 1500-1599 and 2500-2599: General Education Courses
* 3500, 6500, and 7500: Cooperative Education Courses

X600 Seminar

X700 Honors Courses

X800 Independent Study

X900 Research-Based Course, Thesis, and Dissertation Research

This convention can be used for courses at all levels.

**Rule No.4**

Except for the special courses listed in Rule No. 3, 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.

**Rule No.5**

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.)

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 Office of the Registrar on a term-by-term basis.

**Rule No.6**

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

**Rule No.7**

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**

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

##### **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. A course that is not offered within a period of 10 years will be removed from the Catalog and Inactivated. Annually, departments will be asked to review this list of courses during year nine and may elect to offer a course they do not wish to be inactivated during year ten or send a petition to the Associate Dean of the college.

##### AN INDIVIDUAL COURSE THAT FULFILLS MULTIPLE REQUIREMENTS

Rule No.10 (Undergraduate Only)

At the discretion of academic units, a single course is allowed to fulfill multiple requirements within undergraduate majors, minors, concentrations, and certificates. Departments may choose to use courses from other disciplines for fulfillment of their major, minor, concentration, and/or certificate requirements.

Cross-listed courses, since they are equivalent in content, have no limits on their ability to fulfill multiple requirements for the disciplines in which they are cross-listed.

Students with multiple majors and/or minors may apply any number of courses from the primary major towards fulfilling second major and/or minor requirements where applicable.

### III. Definitions

* **Cross-Listed Course –** A single course which is simultaneously listed in the schedule of course offerings by two or more academic departments. They share the same meeting times, room, instructor(s), and curriculum. Students may only receive credit for the single section of the cross-listed course for which they are registered; i.e. additional credit will not be awarded for a course where credit has already been awarded for a cross-listed course.