

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

COURSE 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. 5 and 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

Not open to graduate students. May include parallel graduate courses cross-listed at the 5000 level only; the higher-level course must have more advanced requirements.

5000-5999 Graduate Courses

Not open to undergraduate students. May include parallel undergraduate courses cross-listed at the 4000 level. For courses cross-listed at different levels (i.e., Undergraduate and Master's or Master's and Doctoral-level), the higher-level course must have more advanced requirements.

6000-7999 Master's Level Courses

Not open to undergraduate students. May include parallel undergraduate courses cross-listed at the 4000 level. 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 at 7800 or

higher~~999~~ once all program requirements have been met. [For courses cross-listed at different levels \(i.e., Master's and Doctoral-level\), the higher-level course must have more advanced requirements.](#)

8000-9999 Doctoral Work

[Not open to undergraduate students.](#) The 8999 number is for dissertation work with the program. The 9000 level is used only for doctoral work beyond the program. [GRAD 9800 may be used for continuing research, while GRAD 9999 may be used to satisfy the residency requirement once all program requirements have been met., and GRAD 9999 is used once all program requirements have been met.](#) [Doctoral courses may not be cross-listed with undergraduate courses. For courses cross-listed at different levels \(i.e., Master's and Doctoral-level\), the higher-level course must have more advanced requirements.](#)

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 Teaching

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.