Background: FAPSC reviewed this policy as part of a seven-year review and recommend the following revisions. The reasoning for the proposed sunset clause in Rule No.9 is that there are 1,566 courses that have not been offered for more than 10 years. Of those, 1,167 haven’t been offered in 15 years (since moving to Banner in 2006). Academic Affairs has indicated the following non-policy suggestions can be taken:

* Add prompt to Program Form 1: Program Revision (or Inactivation) in Curriculog to ask originators if any courses should also be inactivated as a result of this program inactivation (and include instructions)
* A report can be built in Report Central to allow anyone to periodically review their courses
* Each summer Academic Affairs can ask departments to review courses that have not been offered in the last 9 years

**UNC Charlotte Academic Policy: Course Numbering and Status**

**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.

**5000-5999 Graduate Courses** 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 and Practica  
X500 Cooperative Education Courses  
X600 Seminar  
X700 Honors Courses  
X800 Independent Study  
X900 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 10 or send a petition to the Associate Dean of the college.