

Course Credit and Numbering: Twin Cities, Crookston, Morris, Rochester

Responsible University Officer(s):

- Executive Vice President and Provost

Policy Owner(s):

- Vice Provost and Dean of Undergraduate Education
- Vice Provost and Dean of Graduate Education

Policy contact(s):

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Date Revised:

May 24, 2016

Effective Date:

Apr 8, 2009

Policy Statement

Academic Credit appears on the transcript and must adhere to have consistent credit and numbering expectations. The primary purpose of the course numbering system is to help students select and sequence courses. Consistent use of academic credits and the course numbering system also helps those who view a student's transcript identify the level of courses that appear on the transcript.

A. Academic Credit

1. Courses appearing on the transcript must be for academic credit with academic content.
2. Academic courses may not be offered for zero credits, unless it is a remedial course numbered 0xxx pursuant to this policy and appendix.
3. Students must be registered for a class in order to participate in the class and be eligible to earn academic credit or participate as an auditor.

B. Course Numbering

1. Departments and colleges must use 4-digit course numbers using the system in the Appendix to this policy.
2. Students should use the course numbering system to assist in selecting courses to advance them toward their degree.

~~3. **Use of 4xxx Courses in Graduate Programs:** Graduate programs may accept University 4xxx-level course credits as graduate courses. A maximum of nine credits of 4xxx-level course work may be used to satisfy the doctoral or master's course credit requirement, but individual graduate programs may impose a lower maximum. A graduate program may restrict the use of 4xxx courses in the program (e.g., by stipulating that only certain 4xxx courses may be counted). A graduate program has the authority to establish its curricula and the requirements for its academic programs.~~

~~4.3. **6xxx and 7xxx Courses:** It is at the discretion of a graduate program whether it will accept University 6xxx- and 7xxx-level course credits as satisfying degree requirements. Similarly, it is at the discretion of a professional program whether it will accept University 5xxx- and 8xxx-level course credits as satisfying degree requirements. Those departments or programs offering courses that span graduate and professional education may determine how to best number courses in their curriculum.~~

~~5.4. **Alphabetic Suffixes:** No alphabetic suffixes other than those already in place at the time this policy ~~was adopted~~is adopted (April 2009) may be used (see the FAQ).~~

~~6.5. Graduate programs must use the standard numbering conventions for all thesis credit courses (see Appendix).~~

~~7.6. Graduate programs will use the all-University numbering conventions for other kinds of courses (see Appendix for xx91 – xx98 courses).~~

~~8.7. Thesis credit courses (see Appendix) and xx91 – xx98 are examples of courses that students may repeat for credit.~~

~~8. Use of a zero as the last digit of a course number should be reserved for ~~other kinds of~~ courses that may be repeated for credit (e.g., "topics" courses, some music and studio arts courses).~~

~~9. Cross-listed courses have the same content, title, description, outcomes; same or equivalent prerequisites; meet the same liberal education requirements (if applicable); and are offered for~~

Commented [1]: Deleted, this information is covered in a separate policy, <https://policy.umn.edu/education/gradcreditdegree>

the same number of credits. All cross-listed versions of a course meet the same program requirements.

Exclusions

This policy is not applicable to the Duluth campus.

Reason for Policy

Minnesota statute law sec. 135A.08 requires the University to have a course numbering convention to distinguish remedial, lower division, upper division, and graduate level coursework. Consistent use of the course numbering system helps students select and sequence their courses and helps those who view a student's transcript to identify the level of courses that appear on the transcript. The University must have consistent standards for awarding credits for academic work and transcribing those courses to meet Higher Learning Commission accreditation requirements.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

- *Course Numbering System*

Frequently Asked Questions

What are suffixes and how can they be used?

Suffixes help identify certain characteristics of courses. Currently three suffixes are used: W (for writing intensive courses); H (for honors courses); and V (for courses that are both honors and writing intensive).

Contacts

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Definitions

Cross-listed Course

A cross-listed course consists of a single course offered for registration under two or more distinct subject designators and course numbers.

Dual-listed Course

A course is dual-listed when the course content is offered with the same subject designation at more than one level (e.g. 1xxx and 3xxx or 3xxx and 5xxx).

Directed Research

An opportunity in which a student designs and carries out a research project under the direction of a faculty member. Directed research may

be taken for variable credit and special permission is needed for enrollment.

Directed Study

A course in which a student designs and carries out an independent project under the direction of a faculty member. Directed study courses may be taken for variable credit and special permission is needed for enrollment.

Independent Study

A course in which a student enrolls in an established course but studies independently under an instructor's guidance rather than attending class. Independent study courses may be taken for variable credit and special permission is needed for enrollment.

Remedial

Remedial courses are intended to correct or improve deficient skills and knowledge in a specific subject. 0xxx courses are remedial courses that do not carry credit.

Responsibilities

There are no specified responsibilities associated with this policy.

Related Information

- Administrative Policy: *Academic Unit Authority over the Curriculum and Major*
- Administrative Policy: *Application of Graduate Credits to Degree Requirements*
- *Duluth Campus Policy: Course Numbering*

History

Amended:

May 2016 - Comprehensive Review. Minor Revision. Language now aligns with Administrative Policy: *Application of Graduate Credits to Degree Requirements*. Removes language that pertained to the old Graduate School structure.

Amended:

December 2009 - Policy now applies to Crookston.

Effective:

April 2009

