

Curriculum Definitions

Compiled and Prepared by Gail Hackwith, Undergraduate Studies
Contributed/Reviewed by Tony Schkade, Registration and Records
Reviewed by Earl Hawkey, Registration and Records
Updated by Brooke Glenn, Undergraduate Studies

1. Activity Type – all courses must have at least one activity type.

- Lecture (Lec) – can have a maximum of 2 co-activity types. Always has credit hrs.
 - Possible combination: Lec, Lec/lab, Lec/rct, Lec/quz, Lec/lab/quz, Lec/lab/rct, Lec/rct/quz
- Laboratory (Lab) – must have credit hours if the letter “L” is in the last position of the course number. If Lab is in combination with another activity type, Lab will not have credit hrs.
 - Possible combination: Lab, Lec/lab, Lab/rct, Lab/quz, Lec/lab/quz, Lec/lab/rct, Lab/rct/quz
- Quiz (Quz) – always taught with Lec. Never has credit hours.
 - Possible combination: Lec/quz, Lec/lab/quz, Lec/quz/rct
- Recitation (Rct) – Always taught in conjunction with Lec. Never has credit hours.
 - Possible combination: Lec/rct, Lec/rct/lab, Lec/rct/quz
- Studio (Sdo) – Always has credit hours. Stand alone activity.
- Field (Fld) – Course taught in the field and generally taught off campus. Always has credit hrs. Stand alone activity.
- Independent Study (Ind) – Topic not covered in any other course at the University. Ind is not course offered by special study arrangement. Always has credit hours. Stand alone activity.
- Personalized System of Instruction (PSI) – Sometimes called “self-paced or Keller Plan”. Always has credit hours. Activity can be called Lec or PSI.

2. Course Numbering

- The numbering system was established by the Board of Regents in September 1971. Numbers in the University of Nebraska Course Numbering System have specific definitions:
 - 0-99 -- special, noncredit, prerequisite, short-term, and no-credit (zero credit hours) and mostly Pass/No Pass courses.
 - 100-199 -- Freshmen
 - 200-299 -- Sophomore
 - 300-399 -- Junior
 - 400-499 -- Senior
 - 500-799 -- Professional Courses and some Graduate (i.e., Dentistry, Law, Architecture)
 - 800-899 -- Graduate (Master level)
 - 900-999 -- Graduate (Doctoral)
- Numbers within a course number have distinct representation.
 - __ courses have “0” credits and are normally graded as Pass/No Pass only.
 - _ 9 _ are reserved for specialty courses that have variable topics and variable credit hours such as Independent Studies, Special Topics, Seminars, Tours, Internships,

Theses, Special Projects, Workshops, and Dissertations. Course numbers with “9” in the middle can be repeated for credit toward the degree.

- Courses with a “9” as the middle digit have a range of credit hours (i.e. 1-24 cr, max 24).
- Courses with “9” in middle cannot have credit hours as alternate credit (i.e., 3 or 6 cr) unless the course can be repeated for credit toward the degree (i.e., 3 or 6 cr, max 12)
- _90 to _99 are reserved for workshops, independent research courses, seminars, tours, courses that can be repeated for credit toward the degree, or variable credit hour courses that can be repeated for credit toward the degree. The following are _9_ #s that are reserved for the course types:
 - _90 or _93 Workshops/seminars.
 - _91 or _92 Special topics/seminars/tours.
 - _94 or _96 Independent study.
 - _95 Internships.
 - _97 Practicums (field type course).
 - _98 Research.
 - 499 Undergraduate Thesis
 - 899 Graduate (Masters) theses.
 - 999 Graduate (Doctorate) courses.
- The last two digits in a 400- and 800-level tie-in course should always match (i.e. 412/812).
- A 400/800 level course is a single course that offers credit at both the undergraduate and graduate level. These are not two different courses. The title, credit hrs, description for a 400/800 course should be the same.
- Alpha Suffix – is an alpha character used in the fourth position of the course number if more course numbers are needed.
 - Allowable alpha suffixes include: A, B, E, G, H, J, K, L, M, N, P, Q, R, T, U, V, W, X, and Y.
 - C, D, F, I, O, S and Z cannot be used as suffixes.
 - L represents laboratory class.
 - H represents an honors course.
 - X represents a course that has a web delivery method.
 - G represents professional courses for graduate credit.

a. Credit, Alternate

- Credit hours in a course can be listed as alternate credit (i.e. 3 or 6 cr, max 6 or 3 or 6 cr, max 12). Courses with alternate credit should not have the number “9” as the middle digit of the course number unless the course can be repeated for credit toward the degree (i.e., 3 or 6 cr, max 12).
- A variable credit hour course or an alternate credit hour course can only have the activity types of: Lec (carries the credit hours) OR Lab (for credit). No other course activity types are permissible.
- Courses can be listed with a range of credit hours (i.e., 1-24 cr, max 24). For detailed information about courses that can be repeated toward the degree, see **Course Numbering**.

4. Credit, Single

- “Zero credit hour” courses must be numbered less than 100 (i.e., 98). The only exception to this rule is for “military science” courses where the federal government requires a course number above 100 but less than 499, for some military science zero-credit hour lab courses, or courses specifically approved by the Vice Chancellor of Academic Affairs to be numbered above 100 and have zero credit hours. Zero credit hour courses should be “P/N only.”
- A combination of pass/no pass and credit hrs may be applied within independent study courses, internships, applied music, and student teaching field studies.

5. Credit Hours, Max per Degree

- Max credit hours and max repeat possible for any course is 55 credit hours.
- The last digit in the credit hour field within a course listing is the maximum credit allowed in the course toward the degree (i.e., 3 cr), unless indicated otherwise (i.e., 1-6 cr, max 6). For detailed information about courses that can be repeated toward the degree, see **Course Numbering**.
- Max Credit SHOULD be listed if the course is offered 1) for a fixed credit (3 cr) and can be taken more than once, and counted more than once toward the degree or for a range of credit (1-3 cr) and/or if the course can be taken more than once and counted more than once toward the degree.
- Max Credit should NOT be listed if the course is offered 1) for a fixed credit (3 cr) and can only be counted once toward the degree or 2) the course is offered for alternate credit (2 or 3 cr).
- Max per Degree is only applicable when a course can be repeated more than once toward the degree. It states the total credit hours that a person can earn from that course toward the degree. The “Max per Degree” for variable credit hour courses is normally the highest digit in the range. The maximum credit allowed toward the degree in any course is 24 credit hours except for the course number “999” which can be taken for up to 55 credit hours toward the degree.

6. Credit Hours, Max per Semester

- Max per Semester is the maximum credit hours per semester that a student can take the course in a given semester. Mini-courses and alpha sub-area courses would fall into this category. Max per Semester is stated as: (x cr per sem, max xx). For detailed information about courses that can be repeated toward the degree, see **Course Numbering**.

7. Credit Range (also identified as variable)

- Courses listed with range of credit hours (i.e. 1-24, max 24) should have the number “9” as the middle digit of the course number.

8. Cross-listings

- Academic departments/subject-areas with course numbers in parentheses following the course title indicate that the course is offered (cross-listed) in one or more other academic departments/subject-areas. Credit can be earned in any one of the academic departments/subject-areas according to the registration by the student.

- The last two digits of the course number should be the same for the “home” department/subject-area and for the course in the cross listing department(s)/subject-area(s).
- 900-level courses cannot be a tie-in cross-list with 400-level courses.
- If an 800-level course is moved to the 900-level, then the 400-level course must be dropped from the tie-in arrangement.
- If the 400-level course is dropped, the 800-level course may be changed to the 900-level.
- An 800-level course cannot be a tie-in with a 100-level, a 200-level or a 300-level, or vice-versa.
- A cross-listed course requested by the home department (whether it be a new cross-listing, change or deletion) must be accompanied by a “Memo of Understanding” from the cross-listed department(s) approving of the request. The only exception is if the cross-listed course is within the same department (i.e., 400/800 tie-in arrangement). The Memo of Understanding should be typed on departmental letterhead, addressed to the UCC, stating the cross-listed department’s approval of the “stated” request affecting the cross-listed course, and be dated and signed by the department’s chairperson.
- A tie-in or cross-listed course requires the UCC approval to list, change, and/or delete.

9. Description, Course

- Course descriptions are not complete sentences. They are statements that explain the scope for the course and describe “what” is to be covered in the course.
- Course descriptions are written in the “present tense.”
- Course descriptions should not cover “how” a course is going to be taught. This information should be in the syllabus or in the note section of the course listing (appears in italics).
- Course descriptions should not cover “how” the course is to fit into the degree program.
- Eliminate any reference to “student” as they are the only ones that can take the course.
- Eliminate the “how” and “when” something is to get done from the description. These items should be covered in the syllabus or may be listed in the notes field, which follows the prerequisite field in the course listing.
- The four-alpha abbreviation should not be used in the course title or description.
 - When the prerequisite or note says something like “...experience in a field of study in the biological science area,” that indicates not only BIOS, but also other science areas like ASCI, ENVR, AGRO, GRAS, and other sciences that touch a little on the field of biological science. The field of study is fully spelled out (i.e., “...and experience in a field of study in the biological science area.”).

10. D/F Removal/Course Repeats

- The official University of Nebraska policy is to compute the undergraduate grade point average (GPA) using only the last grade for a given course when the student has taken the course more than once and if the earlier grade in the course is below a “C.” All grades are recorded on the transcript whether or not they are used in computation of the GPA.
- When courses are revised, it is important for departments to indicate whether the course with a new number or revised course can be used to remove the grade factors for a previously “failed” (grade of “C-“ or below) course.
- If the revised course is for fewer credit hours than the previous course, D/F removal would not apply.

- If the student repeats a course that has a grade of “C” or better, both grades are calculated into the GPA, but only one of the courses is counted toward the degree.
- A course with a “9” in the middle cannot have an automatic D/F grade removal because those courses cannot be taken more than once toward the degree and/or with a different sub-title each time.

11. Home Department/Subject-area for a Course

- Curriculum requests can only be submitted by the home department.
- Exception: A cross-listed department/subject-area can complete a curriculum action request to “pull out” of the cross listing arrangement. For detailed information, see **Memo of Understanding**.
- Curriculum action is required to change the home department/subject-area for a course.
- A Memo of Understanding is required from the department requesting to become a participant in a cross listing. For detailed information, see **Memo of Understanding**.
- The home department/subject-area for a course can initiate curriculum action to delete the home course with associated cross-listed courses. The cross-listed course(s) will automatically be deleted with the home course. Curriculum action can be requested by a cross-listed department to create a new home for the course.

12. Honors Courses -- Honors courses offered as an “honors contract” are not required to be approved through the UCC course approval system. If it is decided that the “honors contract” course is to be offered as an Honors course, then it will need to be requested through the UCC course approval system. (“Honors contract” courses are created through Registration & Records and have a created and end date at the time of request.)

13. Memo of Understanding

- A cross-listed course requested by the home department/subject-area (whether it be a new cross-listing, change, or deletion) must be accompanied by a Memo of Understanding from the cross-listed department(s)/subject-area(s), approving the request.
- Exception: A cross-listing department/subject-area can request curriculum action to “pull-out” of the cross-listing arrangement without including a Memo of Understanding from the home department and/or other course cross-listing department(s)/subject-area(s).
- A Memo of Understanding is not required when a course is a tie-in or cross-listed course within the same department/subject-area (i.e., 400/800 tie-in arrangement or a studio type 100-200-level course) or if a participating department is pulling out of the cross listing.
- A Memo of Understanding should be typed on departmental letterhead, addressed to the UCC, stating the cross-listed department/subject-area’s approval of the “stated” request affecting the cross-listed course. The memo should be dated and signed by the department’s chairperson.

14. Method of Delivery

- There are 2 methods of delivery:
 - Classroom
 - WEB

15. Notes

- Notes are always printed in *italics* and listed following the prerequisites.
- Notes can be used to give special information about the course or some limitation on the use of the course in a student's academic program (i.e., *XXXX 324 will not count towards a major in XXXX.*)
- Notes are associated with a specific course number.
- Notes for the 400- and 800-level of a 400/800 tie-in course are normally the same, but they can differ (i.e., for the 400-level: *XXXX XXX will not count toward the major.* For the 800-level: *XXX.XX will not count toward the MA degree.*)
- Standard wording for Pass/No Pass courses is listed in the Notes section of a course listing. Use the wording, "Cannot be taken Pass/No Pass" or "Pass/No Pass only."

16. Prerequisites

- Course prerequisites follow the word "Prereq:" in the course listing.
- Course prerequisites indicate the level of preparation a student must have before enrolling in the course.
- A prerequisite is preparation that a student must have to prepare to take the course and have a chance at passing the course. It is not preparation that is just "good to know" before enrolling in a course.
- Equivalent preparation is generally sufficient to meet a stated prerequisite.
- If there is doubt about a student's preparation level, permission to enroll may be requested from the instructor of the course or from the department chairperson.
- Academic departments reserve the right to deny admission in a course if the prerequisite has not been completed. Academic departments reserve the right to give permission to waive the prerequisite for any course or to substitute for the prerequisite learning obtained by other means than through the prerequisite course(s).
- "And permission" is acceptable as part of a prerequisite; but the statement requires the department to have someone "on hand" who can give permission at any time during normal working hours and may require the commitment of resources to fulfill.
- A 'recommended prerequisite' may be listed, provided that it states preparation a student must almost have to pass the course.
- The use of the words "parallel", "parallel with", or "co-register with" in the prerequisite for the course means that both courses are to be taken simultaneously.
- "...or permission" should not be used in a prerequisite. "Or permission" is the automatic prerequisite for every course at the University by Academic Senate policy.
- List UNO courses in the prerequisite with the standard UNO course abbreviation, the exact UNO course number (four digits) and then followed by "UNO" in parenthesis [i.e. AE 3300 (UNO)].
- The word "or" is used in combination with the semi-colons and commas to clarify what the choices are for meeting the prerequisite and that "double readings" of the prerequisite are not possible. Examples may include: "Prereq: Senior Standing; XXX 1XX and 2XX, or XXXX 3XX; or bachelor degree." "Prereq: ACCT 201; ECON 210, or 201 and 202; MRKT 341; and MNGT 331, or MIST/MNGT 301, or MIST 350; and permission."
- Generally, prerequisites are the same for all departments/subject-areas participating in a cross listed course. There are exceptions: 1) Prerequisite can vary between the 400-level and the 800-level of a 400/800 course; and 2) there are cases where the

prerequisite is different for different majors or programs, or for non-majors than for majors.

- Class standing is valid as a prerequisite (i.e., “Sophomore standing”, which includes all Sophomores, Juniors, and Seniors).
- If a course is “Open to Sophomores only” (or another class level[s] only), the comment should be listed in the Note field, rather than part of the prerequisite.

17. Repeat Course Policy -- Many courses (i.e., Special Topics) may be repeated. Some colleges specify the maximum repeatable hours for each course in the college. For detailed information, see **Course Numbering** and **Credit** sections.

18. Subject-area Abbreviation

- The four-alpha character abbreviation is used to identify the subject-area.
- When a new department/subject-area is approved at both the college level and through the UCC, the Director of Registration & Records must first approve or recommend the four alpha abbreviations to avoid duplication.
- Anytime the “subject-area” is referenced in the prerequisite or in a note field within a course listing, the four-alpha abbreviation should be used.
- The four-alpha abbreviation should not be used in the course title or description.
 - When the prerequisite or note says something like “...experience in a field of study in the biological science area,” that indicates not only BIOS, but also other science areas like ASCI, ENVR, AGRO, GRAS, and other sciences that touch a little on the field of biological science. The field of study is fully spelled out (i.e., “...and experience in a field of study in the biological science area.”).

19. Terms in which courses are taught

- When an I (fall semester), II (spring semester), or III (summer session) appears in a course listing, it means that the course can only be taught in the semester(s) indicated. It does not necessarily mean that it will be taught in that semester, only that it can be taught. It is always up to the department as to when a course is taught.
- If there is no designation (I, II, III), it means that it can be taught in any semester.

20. Title

- A title is a “handle” for the course and should not be a full course description. If the title is long, move information to the course description and create a new short “handle” to use as the title for the course.