

University Curriculum Committee

Committee Handbook

January 2008



University of Nebraska-Lincoln

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Office of Undergraduate Studies

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Committee, Role of Curriculum

- The role of the UCC is not to duplicate the review process of the college curriculum committees, but to provide a campus-wide perspective on curricular issues, to address curricular policies and make recommendations regarding the present status and future improvement of the undergraduate curriculum, and to evaluate curricular proposals that have implications beyond the individual colleges.
- Colleges have the primary responsibility for setting standards for and evaluating routine curricular matters such as course descriptions, course content, course requirements, and course syllabi. The UCC will receive and review proposals from the college curriculum committees that deal with such routine curricular matters. The UCC will return such proposals to the college curriculum committees for reconsideration only in cases where there appears to be a serious oversight on the part of the college curriculum committee.
- The UCC will engage in a more substantive review of proposals that have implications that go beyond the individual colleges, such as those that involve multiple colleges, those that set new precedents, those that involve campus-wide requirements, and those pertaining to campus-wide academic programs.
- The UCC will serve as a safeguard against needless and wasteful curricular duplication by reviewing all proposals for modification in undergraduate courses and for new undergraduate courses proposed by the undergraduate colleges, including all courses in the 001 through 499 series that are available to undergraduate students. This function is to be discharged by referring any findings of needless duplication to the appropriate undergraduate college. Prior to being listed in a college's official announcement, new or modified courses that in the committee's judgment lead to needless curricular duplication may not be offered or listed in the official announcement of courses of a college.

Committee Chairperson, Role of Curriculum

- A chairperson will be elected by UCC representatives for a one-year term beginning with the fall semester. A chairperson can be elected for additional terms.
- The September meeting will be the first meeting to be chaired for the term.
- The chairperson will compile an agenda and mediate each in-person meeting.
- The chairperson will also monitor on-line discussion when necessary.
- Memos will be drafted by the chairperson, forwarded to the Administrative Assistant of the Office of Undergraduate Studies (OUS), and distributed through OUS Lotus Notes.
- In January of each year, the chairperson will submit an annual report of the committee's activities to the Academic Senate, all committee members, and the Office of the Dean of Undergraduate Studies. The chairperson will be contacted by an Academic Senate representative regarding the meeting date at which the report will be presented.

Committee Members, Role of Curriculum

- See Appendix B for definition of responsibilities as defined by the Academic Senate.
- Respective college representatives will act as a liaison between the UCC and their College Dean's Office when a curriculum request is tabled.

Creq

- **What is Creq?**
 - Creq is the electronic software that was designed for the colleges to electronically submit curriculum requests for review and approval of curriculum changes, IS proposals, deletions and new courses to the UCC.
 - The website is located at: <http://creq.unl.edu/>.
 - Logging on – UCC members will use their Blackboard username and password. If you have not been assigned a username/password or are having problems logging on with your Blackboard username and password, contact Blackboard assistance at 472-3970.
 - An introductory session to the on-line system will be given at the first in-person UCC meeting in late August or early September. Returning UCC members are encouraged to attend to learn of any changes to the system.
- **Timeline, Viewing/Voting**
 - **Proposal Deadline** – On-line college curriculum requests must be submitted by the 15th of each month in order for the request to be processed for review/vote the following month.
 - **Viewing Period** – The viewing period allows the UCC members 10 days to review all curriculum requests submitted by the colleges. Committee representatives (both voting & non-voting members) can post discussion regarding the curriculum being requested. The viewing period expires at midnight on the 10th day of the month, with the exception of September and January.
 - **Voting Period** – The voting period is a period of 5 days in which the UCC voting members can vote on curriculum requests. At the end of the 5th day, votes are calculated and distributed to UCC members. Discussion can be read during the voting period, but no new discussion can take place. The voting period expires at midnight on the 15th day of the month, with the exception of September and January.

<u>Proposal Deadline</u>	<u>Viewing Period</u>	<u>Voting Period</u>
Aug 15	Sep 10-20	Sep 21-25
Sep 15	Oct 1-10	Oct 11-15
Oct 15	Nov 1-10	Nov 11-15
Nov 15	Dec 1-10	Dec 11-15
Dec 15	Jan 10-20	Jan 21-25
Jan 15	Feb 1-10	Feb 11-15
Feb 15	Mar 1-10	Mar 11-15
Mar 15	Apr 1-10	Apr 11-15

No meetings are held in May, June, July, August – submitted curriculum will be processed in September.

- **Voting Definitions** – During the voting period, UCC voting members can cast their electronic votes with the following choices:
 - **Yes** = approval of curriculum request.
 - **No** = do not approve of curriculum request.
 - **Abstain** = choose not to vote on curriculum request.
 - **Tabled** = representative feels discussion needs to take place before approval is given. Tabled courses will either be forwarded to the next month’s curriculum period or face-to-face meeting, whichever comes first. Two tabled votes will table a request and the request will be forwarded to the next viewing/voting period OR meeting.

Meetings, In-Person Curriculum

- In addition to the on-line review of course proposals, the Committee will meet face-to-face four times per year, at the beginning and end of each semester. If a voting member cannot attend a meeting, he/she is asked to designate a replacement from his/her college so that a quorum can be met for voting.
- In-person meetings are held on Mondays from 3:00 – 4:30 pm. UCC members are asked to check their availability at this time before making a commitment.
- The *first* meeting will be held in **late August-early September**, when the committee members are introduced to each other and training takes place for new members. This will also be a time for the Committee to discuss operating procedures for the year.
- The *second* meeting will be held in **early-mid December**, to resolve tabled curriculum requests.
- The *third* meeting will be held in **late February**, when the Committee will discuss any outstanding curriculum items for the fall Undergraduate Bulletin. This is the last opportunity for curriculum to be included in the Bulletin.

- The *fourth* meeting will be held in **late April** and will be the last meeting for the academic year. Tabled items will be discussed and the chairperson for the upcoming year will be elected.

Minutes, Meeting

- In-person meeting minutes will be recorded by the Recording Secretary (OUS Administrative Assistant). Minutes will indicate names when a split vote has been made on a motion.
- After the minutes are written, they should be forwarded to the chairperson for accuracy, and then distributed through the OUS Lotus Notes to the UCC for approval. Members will approve, deny, or approve with correction(s) by return email.

UCC Members and Terms

The Curriculum Committee shall consist of the following voting members:

- (a) one faculty member representing each of the undergraduate colleges selected as determined by their respective faculties;
- (b) one faculty member selected by the Academic Planning Committee;
- (c) two students representing two different undergraduate colleges, selected as determined by ASUN;
- (d) one faculty member appointed by the President of the Academic Senate

and the following non-voting members:

- (e) the Vice Chancellor for Student Affairs, or designee; and
- (f) the Dean of Undergraduate Studies, or designee;
- (g) the Director of the Honors Program, or designee;
- (h) representative of the Office of Registration and Records; and
- (i) secretary, to be appointed by the Dean of Undergraduate Studies
- (j) a liaison from the Graduate Council

Faculty members shall serve three year terms, except for the Academic Senate President's appointee who shall serve a one year term. Student members shall serve two year terms. The terms will begin with the Academic year and will be staggered. Initial terms shall be established by the Committee on Committees, and it will be the responsibility of the Committee on Committees to notify appropriate constituent groups when replacements are needed.

UCC Review Guidelines

- **Course Approval, Undergraduate/Graduate** – If a request is made for both an undergraduate and graduate course, the UCC most generally approves the undergraduate course only. Approval requests for graduate courses are sent by the college directly to Graduate Studies and reviewed by their committee.
- **Deleted Courses** – Deleted courses are submitted by the colleges to the UCC for notification purposes only. Notification of the deleted course is listed along with changes/new courses. Deleted courses are not approved by the UCC.
- **IS Course Requests** – Simultaneous submission of a new course and IS proposal is permitted within the same voting period, with the understanding that if the new course is not approved, the IS proposal is void.
- **Minutes, Electronic Approval of** – In-person meeting minutes and approval ballot will be submitted by the Committee Recording Secretary to the UCC for approval via email. UCC members will vote and submit the ballot via email back to the Committee Recording Secretary.
- **Syllabus** – A syllabus must accompany all new courses. A syllabus normally includes the method of evaluation used in the course.

APPENDICES

SYLLABUS OF CAMPUS WIDE COMMITTEES UNIVERSITY OF NEBRASKA-LINCOLN

PREFACE

The Bylaws of the Board of Regents of the University of Nebraska (Section 2.12) provide for a system of faculty governance at each major administrative unit. At UNL, the UNL Assembly and the Academic Senate exercise the campus-wide responsibilities of faculty governing agencies, including among others the responsibility (1) to act as the official voice of the faculty, (2) to act on academic matters that affect more than one college, and (3) to advise and consult with student, staff, and administrative groups on matters of general concern. See Section 2.12.1 of the Bylaws of the Board of Regents.

Implied within this structure and set of responsibilities is the concept of “shared governance” which is to be operative at UNL. Acceptance of this concept is acknowledgement of the right and duty of the faculty to participate in the governance of the institution, with the primary goal to establish, maintain, enhance, and protect the integrity and quality of UNL’s academic program. The concept of shared governance also recognizes that the faculty have primacy of voice in particular areas of governance, including (a) curriculum; (b) subjects and methods of instruction, research, and service; (c) requirements and assessments leading to degrees and certification; (d) faculty status; and (3) those areas of student life which pertain primarily to the academic process. All other functions of the university are also in some way relevant to UNL’s teaching, research, and service missions; thus, the faculty has a legitimate interest in, and should have a responsible share in, governance of those functions.

The UNL Assembly (as defined in Section 3.2 of the UNL Bylaws) comprises the faculty group which has these general campus wide responsibilities; it exercises most of its powers and responsibilities through the UNL Academic Senate (defined and described in Section 3.3 of the UNL Bylaws) which is elected by vote of the members of the UNL Assembly. The Academic Senate has in turn created a number of committees to assist in its governance responsibilities. The Senate expects that the committees will be regularly consulted in the areas of their jurisdiction, will be provided with timely and adequate information, and will be regularly involved in the evaluation of policies.

SYLLABUS: COMMITTEE DESCRIPTIONS

This Syllabus provides a description of campus wide standing committees which include representatives of the UNL faculty. Some committees are created by the Bylaws of the Board of Regents, some by the UNL Bylaws, some by the Chancellor, and some by the Academic Senate. This Syllabus does not include college or departmental committees. The language in the descriptions reflects the origin of the committees: committees established by the bylaws are described in the language of those documents; descriptions as they appear in this Syllabus of Committees created by the Academic Senate have been approved by the Senate. The Academic

Senate approved most of this version of the syllabus for Academic Senate Committees on October 8, 1991. Subsequent revisions are noted below by date.

GENERAL RULES AND DEFINITIONS

Unless contradicted by the language of a specific committee description, the following general rules apply:

A. ELIGIBILITY FOR MEMBERSHIP

Any faculty member of the UNL Assembly is eligible for committee membership.

As specified in the UNL Bylaws (Section 3.2.1) the UNL Assembly shall comprise: (1) Assistant professors and above, and those with equivalent rank, Continuous or Specific Term appointments of 0.5 FTE or greater; (2) Assistant professors, lecturers, senior lecturers, and above, and those with equivalent rank, holding 0.5 FTE or greater (holding) Special Appointments and having three successive academic years of paid faculty service at any professorial rank at UNL; (3) the Chancellor, Vice Chancellors, and all administrators who hold continuous appointment or appointment for a specific term. Administrators in category (3) are eligible for committee membership only in cases specified in the descriptions for particular committees.

B. TERM OF OFFICE

Terms of office for all faculty members of committees, whether elected for appointed, shall begin with the academic year.

C. STAGGERED TERMS

Terms of office shall be staggered to provide as nearly as possible the same number of new members each year.

D. SELECTION OF COMMITTEE MEMBERS

1. *Faculty Member elected by the UNL Assembly*

The Committee on Committees shall nominate at least two eligible persons for each position and present the slate of nominees to the Senate for consideration at its February meeting. Additional nominations may be made by any Senator from the floor of the academic Senate, observing announced deadlines. Individual faculty members may also be placed upon the ballot by petition; a successful petition must bear the valid signature of at least 25 eligible members of the UNL Assembly, again observing announced deadlines. Voting eligibility shall be the same as voting for members of the Academic Senate. Committee elections shall be conducted by the Secretary of the Senate at the last meeting in April in accord with the provisions of Section 3.3.6 of the UNL Bylaws. Voting shall be by secret ballot. Determination of run-off elections and ties shall also be in accord with the provisions of Section 3.3.6 of the UNL Bylaws.

2. Faculty Members Elected by the Academic Senate

Faculty members elected by the Academic Senate to committee membership as specified in this Syllabus are to be elected at the May meeting of the Senate (see especially UNL Bylaws Section 3.3.10, ref. Executive Committee).

3. Faculty Members Appointed by the President of the Senate

Appointment shall be made by the President of the Senate following consultation with the Committee on Committees.

4. Faculty Members Appointed by other University Officials

When members of the UNL faculty are to be selected as representatives of the faculty to any campus wide or university-wide body, standing or ad hoc, the appointment shall be made by the appointing official only after consultation with the President of the Academic Senate.

NOTE: UNL faculty members appointed as representatives to Inter-campus Committees shall be the chairperson of the appropriate UNL committee and/or appointing official has good and sufficient reason to do otherwise, being prepared to state those reasons in detail to the Academic Senate. Where no UNL committee exists, appointments shall be made in accord with items 3 and/or 4 above.

5. Senate Faculty Members Appointed to Standing Committees Pursuant to Section 3.4 of the UNL Bylaws

The President of the Senate shall appoint a member of the Senate as a non-voting member to every standing, campus-wide committee that lacks a representative from the Senate. (See also item J below)

6. Ex Officio Members

Persons who are members of committees by virtue of their position, or their designees, have full membership privilege on committees, including full voting privileges, unless otherwise specified in individual committee descriptions.

7. Student Members

Student members of committees shall be selected as determined by ASUN, observing individual eligibility requirements as specified in committee descriptions. Student members shall have full membership privileges on committees, including full voting privileges.

E. FILLING VACANCIES IN UNEXPIRED TERMS

1. Appointed Faculty Members

Vacancies in appointed faculty positions which arise because of resignation from the committee, retirement, separation from the University, or change in job classification, rank, or assignment shall be filled by appointment of the President of the Senate following consultation with the Committee on Committees. If the unexpired portion of

the term is for less than one year, preference shall be given to appointing a person who has previously served on the committee having the vacancy.

2. Elected Faculty Members

Vacancies in elected positions which arise because of resignation from the committee, retirement, separation from the University, or change in job classification, rank, or assignment shall be filled as follows:

(a) if the unexpired portion of the term is for less than one year, the vacancy shall be filled by appointment of the President of the Senate following consultation with the Committee on Committees. Preference shall be given to appointing a person who has previously served on the committee having the vacancy.

(b) if the unexpired portion of the term is for more than one year, (1) the vacancy for the remainder of the academic year in which the vacancy occurs shall be filled by appointment of the President of the Senate following consultation with the Committee on Committees, with preference given to appointing a person who has previously served on the committee having the vacancy; and (2) the remaining unexpired term shall be filled by election according to the usual elective process.

3. Leave of Absence

Vacancies which arise because of leaves shall be filled by appointment of the President of the Senate following consultation with the Committee on Committees. Preference shall be given to appointing a faculty member who has previously served on the committee. The original committee member resumes duties upon return from leave if the term of office has not expired already.

F. SUCCESSION

Faculty members may not succeed themselves as members of committees except (1) as specifically authorized in individual committee descriptions below, or (2) in cases where a member has been appointed or elected to fill a vacancy with less than half the standard term remaining. Student members may succeed themselves as members of committees at the discretion of ASUN.

G. COMMITTEE ORGANIZATION

At the last meeting of the academic year, each committee shall reorganize itself. Unless specified otherwise in the following individual committee description, each committee shall elect its own Chair and Secretary from among its eligible faculty members. The Chair shall be responsible for:

(a) reporting this reorganization promptly to the President of the Academic Senate (and other officers as appropriate);

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(b) notifying the President of the Academic Senate of unexpected vacancies on the committee as they occur;

(c) arranging committee meetings, commencing with the new academic year after consultation with both continuing and new members on mutually agreeable meeting times and after distributing a timely agenda.

H. COMMITTEE OPERATING RULES AND PROCEDURES

Each committee shall file in the Academic Senate Office a current written statement of operating procedures and guidelines adopted by the committee itself. It is very important that a current statement of committee procedures be available in the Senate Office at all times; it is the responsibility of the Chair of each committee to see that statements are filed and that changes are noted whenever they are approved by the committee.

If any committee included in this Syllabus does not have a written statement of its operating procedures and guidelines available at the time of adoption of this Syllabus by the Academic Senate, it must prepare such a statement and file it with the Senate Office at the earliest reasonable date. At the first meeting of each academic year each committee normally should examine its statement of procedures and guidelines, and reaffirm the statement or make changes in it as the committee deems advisable.

Robert's Rules of Order shall be used in committee meetings except when preempted by written procedures on file in the Senate Office.

I. COMMITTEE REPORTS

Each committee shall make at least one report annually to the Academic Senate, or report more frequently as required in individual committee descriptions which follow. The Committee shall make additional reports to the Academic Senate as directed by the President of the Senate.

Except where otherwise noted, the Secretary of each committee shall keep written minutes of the committee meetings. The Secretary shall also be responsible for submitting current copies of minutes to the Senate Office.

J. COMMITTEE LIAISON WITH ACADEMIC SENATE

The President of the Senate shall appoint one committee member who is also a member of the Academic Senate to serve as liaison between the committee and the Academic Senate. If the committee does not already have a member who is also a member of the Senate, the President shall appoint a non-voting member (see Section D.5 above). These designated members shall (1) serve as general informational liaison between the committee and the Senate; (2) notify the Executive Committee when the committee is not functioning and needs revitalizing; and (3) assure that information concerning

committee officers and organization, committee rules of procedure and guidelines, and appropriate reports as specified in G, H, and I above are properly maintained in the Senate Office. Those non-voting members appointed in accord with Section D.5 above may submit motions and otherwise participate in committee activities except for the voting privilege.

K. CONFIDENTIAL MATERIAL

The Chair of any committee which in the course of its business generates or gathers material that should be kept confidential shall be responsible for obtaining all copies from all members retiring from that committee and having that material destroyed, the original material being maintained in the committee files. Chairs of Special Committees appointed by the Academic Rights and Responsibilities Committee must be especially sensitive to this requirement.

L. DEFINITION OF DISCIPLINES (Ref. APC, Graduate Council, Research Council)

Disciplines: The academic disciplines shall be:

1. **Arts and Humanities:** Classics & Religious Studies; English; History; Libraries; Modern Languages & Literatures; News-Editorial; Philosophy; all departments in the College of Architecture; and all departments in the Hixson-Lied College of Fine and Performing Arts.
2. **Biological Sciences:** The School of Biological Sciences; all divisions in the Institute of Agriculture and Natural Resources except Agricultural Leadership, Education & Communication; and the Department of Nutrition & Health Sciences..
3. **Business and Social Sciences:** Advertising; Agricultural Leadership, Education & Communication; Anthropology & Geography; Broadcasting, Communication Studies; Political Science; Psychology; Sociology; the College of Law; all departments in the College of Business Administration; and all departments in the College of Education and Human Sciences except the Department of Nutrition & Health Sciences.
4. **Physical Sciences:** Chemistry; Computer Science and Engineering; Geosciences; Mathematics; Statistics; Physics and Astronomy; and all departments in the College of Engineering and Technology.

CURRICULUM COMMITTEE

NAME AND MEMBERSHIP

The Curriculum Committee shall consist of the following voting members:

- (a) one faculty member representing each of the undergraduate colleges selected as determined by their respective faculties;
- (b) one faculty member selected by the Academic Planning Committee;
two students representing two different undergraduate colleges, selected as determined by ASUN;
- (d) one faculty member appointed by the President of the Academic Senate;

and the following non-voting members:

- (e) the Vice Chancellor for Student Affairs, or designee; and
- (f) the Dean of Undergraduate Studies, or designee;
- (g) the Director of the Honors Program, or designee;
- (h) representative of the Office of Registration and Records; and
- (i) secretary, to be appointed by the Dean of Undergraduate Studies
- (j) a liaison from the Graduate Council

TERM OF OFFICE

Faculty members shall serve three year terms, except for the Academic Senate President's appointee who shall serve a one year term. Student members shall serve two year terms. The terms will begin with the Academic year and will be staggered. Initial terms shall be established by the Committee on Committees, and it will be the responsibility of the Committee on Committees to notify appropriate constituent groups when replacements are needed.

RESPONSIBILITIES

- (1) The Curriculum Committee shall receive notification of undergraduate courses and programs of study after they have been approved by the curriculum committees of the undergraduate colleges, and notification of approval or disapproval of all curricular changes in the undergraduate colleges.
 - (a) Colleges have the primary responsibility for setting standards for and evaluating routine curricular matters such as course descriptions, course content, course requirements, and course syllabi. The UCC will receive and review proposals from the college curriculum committees that deal with such routine curricular matters. The UCC will return such proposals to the college curriculum committees for reconsideration only in cases where there appears to be a serious oversight on the part of the curriculum committee.

- (b) The UCC will engage in a more substantive review of proposals that have implications that go beyond the individual colleges, such as those that involve multiple colleges, those that involve campus-wide requirements, and those pertaining to campus-wide academic programs.
- (2) The Curriculum Committee shall appoint ad hoc subcommittees and/or liaison person(s) to assist the Committee in reviewing course proposals in intercollegiate, multi-disciplinary areas within the University.
- (3) The Curriculum Committee shall make specific proposals for curricular developments and coordination to the curriculum committees of the undergraduate colleges, with the understanding that these committees are obliged to consider such proposals and make formal affirmative or negative response to the Curriculum Committee.
- (4) The Curriculum Committee shall respond to curricular and program suggestions put forward by the Academic Planning Committee, and report at least once annually to the Academic Senate and to the Academic Planning Committee on its activities and plans.
- (5) The Curriculum Committee shall maintain liaison with the Graduate Council so as to coordinate the undergraduate and graduate curricula and programs.
- (6) The Curriculum Committee shall serve as a safeguard against needless and wasteful curricular duplication by reviewing all proposals for modification in undergraduate courses and for new undergraduate courses proposed by the undergraduate colleges, including all courses in the 001 through 499 series that are available to the undergraduate students. This function is to be discharged by referring any findings of needless duplication to the appropriate undergraduate college. Prior to being listed in a college's official announcement, new or modifies courses that in the committee's judgment lead to needless curricular duplication may not be offered or listed in the official announcement of courses of a college.
- (7) The Curriculum Committee shall undertake periodic comprehensive examinations of the University's undergraduate curricula for the purpose of eliminating wasteful duplication.

OPERATING PROCEDURES AND GUIDELINES ADOPTED BY COMMITTEE

The committee shall file in the Academic Senate Office (a) minutes of its meetings, and (b) a current statement of operating procedures and guidelines adopted by the committee itself. For more information on this committee and general academic Senate rules governing its operations see the Preface.

Curriculum Definitions

Compiled and Prepared by Gail Hackwith
Office of Undergraduate Studies
Contributed/Reviewed by Tony Schkade, Registration and Records
Reviewed by Earl Hawkey, Registration and Records

A. Activity Type

- (a) A Lec course can have a maximum of 2 co-activity types. Only a Lec or Lab (for credit) can have a co-activity (up to two) of Lab and/or Rct and/or Lab. All courses must have at least one activity type.

Lec	Lecture	<u>Always</u> has credit hours. Accounts for 90 percent of offered courses.
Lab	Lab	Must have credit hours if the letter "L" is in the last position of the course number. If the Lab has a different course number than the Lec, the Lab will <u>always</u> have credit hours. If the Lab has the exact same course number as the Lec <u>and</u> is taught as a Lec with a Lab (or any combination of Lec and Lab, and/or Quz and/or Rct), the Lab will <u>never</u> have credit hours.
Quz	Quiz	Always taught in conjunction with a Lec. <u>Never</u> has credit hours. May be taught in conjunction with a Lec and Lab, or Lec and Rct.
Rct	Recitation	Always taught in conjunction with a Lec. <u>Never</u> has credit hours. May be taught in conjunction with a Lec, or Lec and Lab, or Lec and Quz.
Stu	Studio	<u>Always</u> has credit hours. Mostly used by Music, Art, and Architecture. Stands alone.
Fld	Field	A course the student does "in the field" and is generally off campus. A Fld course <u>always</u> has credit hours. Stands alone.
Ind	Independent Study	Not to be confused with a "regular" course offered by special study arrangement. Generally is a topic not covered in any other course at the University. <u>Always</u> has credit hours. Stands alone.
PSI	Personalized System of Instruction	Sometimes called "self-paced or Keller Plan." <u>Always</u> has credit hours. Can be Lec or PSI.

- (b) 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 other than these two.

(c) Possible Activity Combinations

1. Lec
2. Fld
3. Ind
4. PSI
5. Stu
6. Lec or PSI
7. Lec, Lab (lab = no credit)
8. Lec, Quiz
9. Lec, Rct
10. Lec, Lab, Quiz (lab = no credit)
11. Lec, lab, Rct (lab = no credit)
12. Lec, Rct, Quiz
13. Lab (for credit) (“L” in last digit of course number)
14. Lab (for credit), Rct
15. Lab (for credit), Quiz
16. Lab (for credit), Rct, Quiz

B. Course Numbering System

- (a) 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:

0-099	Special, noncredit, prerequisite, short-term, and no-credit (zero credit hours) and mostly P/N courses.
100-199	Freshmen
200-299	Sophomores
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)

- (b) 0 __ – courses starting with “0” are called zero credit hour courses, are less than collegiate credit, and are normally graded as Pass/No Pass only.
- (c) _ 9 _ - course numbers with “9” in the middle 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.
- a. Courses listed with a range of credit hours (i.e. 1-24 cr, max 24) normally should have the number “9” in the middle digit of the course number.

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- b. Courses that have credit hours as alternate credit (i.e., 3 or 6 cr) should not have the number “9” in 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)
- c. See **Credits** for more information regarding course numbering credit hours in a course that can be listed as alternate credit (i.e. 3 or 6 cr) in which case the course does not need to have the number “9” in the middle digit of the course number.
- (d) Course numbers ending with second and third digits of 90 or higher should be 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 and numbered as follows:

_90 & 93	Workshops/seminars	_98	Special Projects
_91, 92	Special Topics/Seminars/Tours	_99	Independent Studies
_95	Internships	899	Graduate Theses (Masters)
_96	Independent Research	999	Graduate Theses (Doctorate)
_97	Practicums (field type courses)		

- (e) Available “open course” numbers can be found by looking for unused course numbers in the printed Schedule of Classes and/or in a bulletin and/or in SIS⁺, and/or as listed in the Course Inventory Audit Report that is available in your Department’s Office or your College Dean’s Office.
- (f) Course numbers that have been closed out (in the past) can be reused.
- (g) Course numbers that were once used for an “IS” course and then closed out cannot be reused unless for another “IS” course.
- (h) An asterisk “*” in front of a course number indicates there is no counter-part “tie-in” course with a 400-level or 800-level course (i.e. *400 indicates there is no 800-level course associated with the 400-level course; *800 indicates that there is no 400-level course associated with the 800-level course.)
- (i) The last two digits in a 400- and 800-level tie-in course should always match (i.e. 412/812). On rare occasions it is permissible for the last two digits to vary.
- (j) 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 titles, credit hours, and course description for a 400/800 course should normally be the same at both levels.
- (k) An alpha character may be used in the fourth position of the course number if more course numbers are needed. The alpha characters that can be used are: A, B, E, J, K, L, M, N, P, Q, R, T, U, V, W, and Y. If necessary, I, O and Z can be used but should be avoided if at all possible because these letters can be mistaken for numbers. All the other alpha letters not listed above have special meaning in SIS⁻ and are not to be used.
 - a. An “X” at the end of the course number indicates College Independent Study (correspondence) courses.
 - b. A “G” at the end of the course number for professional courses indicates graduate credit (i.e. used by Dentistry, Law, and Architecture).
 - c. An “H” at the end of the course number indicates an honors course.

- d. The letters “C”, “D”, “F”, “S” and “Z” at the end of the course number are reserved for special usage.
- (l) Max credit hours and max repeat possible for any course is 55 credit hours.

C. Credits

- (a) “Zero credit hour” courses must be numbered less than 100 (i.e., 098). The Regent’s Approved Course Numbering System states this explicitly. The only exceptions to this rule are 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.”
- (b) The credit hours for a course are normally 3 credits and stated as “(3 cr)” within the course listing.
- (c) A combination of pass/no pass and credit hrs may be applied within independent study courses, internships, applied music, and student teaching field studies.
- (d) 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) For detailed information about courses that can be repeated toward the degree, see **Course Numbering System**.
- (e) The last digit in the credit hour field (indicated with parentheses) in 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 System**.
- (f) 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 System**.
- (g) Courses with a maximum credit per term, but the course can be repeated in a different term(s) should be stated as: (x cr per sem, max xx) For detailed information about courses that can be repeated toward the degree, see **Course Numbering System**.
- (h) Max Credit SHOULD NOT be listed if:
 - a. the course is offered for a fixed credit (3 cr) AND can only be counted once toward the degree; or
 - b. the course is offered for alternate credit (2 or 3 cr).
 Max Credit SHOULD be listed if:
 - a. is offered for a fixed credit (3 cr) AND can be taken more than once, AND counted more than once toward the degree; or
 - b. is offered 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.
- (i) 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.

D. Cross-listings

- (a) 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.
- (b) 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).
- (c) Course numbers in brackets [] are offered through Extended Education and Outreach.
- (d) 900-level courses cannot be a tie-in cross-list with 400-level courses.
 - a. If a course is moved to the 900-level, then the 400-level course must be dropped from the tie-in arrangement.
 - b. If the 400-level course is dropped, the 800-level course may be changed to the 900-level.
- (e) An 800-level course cannot be a tie-in with a 100-level, a 200-level or a 300-level, or vice-versa, without the expressed written consent of the Graduate Studies Office.
- (f) 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 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. For more information, see **Home Department/Subject Area**.
- (g) A tie-in or cross-listed course requires the UCC approval to list, change, and/or delete.

E. Description, Course

- (a) 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.
- (b) Course descriptions are written in the “present tense.”
- (c) 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).
- (d) Course descriptions should not cover “how” the course is to fit into the degree program. This information should be included in the degree requirement section of the Undergraduate Bulletin.
- (e) Eliminate any reference to “student” as they are the only ones that can take the course.
- (f) 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. For more detailed information, see **Notes**.

- (g) The four-alpha abbreviation should not be used in the course title or description.
 - a. When the prerequisite or note says something like "...experience in a field of study in the biological science area," that means to include 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, then when the field of study is fully spelled out (i.e., "...and experience in a field of study in the biological science area.)
 - b. If "biological sciences (BIOS)" is stated first, thereafter, BIOS can be used instead of spelling out the full name of the subject-area.

F. D/F Removal/Course Repeats

- (a) 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. For 90% of the curriculum actions, a course with a new number or a revised course will remove the grade factor from a previously "failed" course for calculating the GPA. An exception would be if the revised course is for less credit hours than the previous course. 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.

G. Home Department/Subject-area for a Course

- (a) Curriculum requests can only be submitted by the home department.
- (b) 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**.
- (c) The home department/subject area for a course can be identified in the Undergraduate Bulletin or the Graduate Bulletin by the course that has the course description listed under the title of the course. The 400-level course is most generally the home department. All cross listing counterparts say, "For course description, see XXXX XXX."
- (d) Curriculum action is required to change the home department/subject-area for a course.
- (e) A Memo of Understanding is required to become a participant in a cross listing. For detailed information, see **Memo of Understanding**.
- (f) 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

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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.

H. Honors Courses

Some Honors courses are not listed in the Undergraduate Bulletin, but are listed in SIS+. These courses are offered as an honors contract. At the time they are entered into SIS, they have a delete date. If at that time the course is to be offered as an Honors course, it will need to go through course approval.

I. Integrative Studies (IS) Courses

- (a) Once an IS course is defined as an IS course, it will remain IS for the life of the course. If the IS designation is removed from the course, curriculum action is required and the course must be assigned a new course number.
- (b) IS courses must be at least 3 credit hours. Lab courses are automatically IS if the lecture course is approved IS.

J. Memo of Understanding

- (a) 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.
- (b) 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).
- (c) 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.
- (d) 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.

K. Method of Delivery

- (a) There are 3 methods of delivery:
 - a. Classroom - the most common method.
 - b. WEB – web courses are identified in the Schedule of Classes when the course is offered. At this time, web courses are not identified in the Undergraduate Bulletin.
 - c. Correspondence – an “X” at the end of the course number indicates College Independent Study (correspondence) course.

L. Notes

- (a) Notes are always printed in *italics* and listed following the prerequisites in the Undergraduate Bulletin and Schedule of Classes.
- (b) 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 333.*)
- (c) Notes are associated with a specific course number.
- (d) Notes will appear in the printed or the electronic version of the Schedule of Classes when listed in the SIS⁺ system.
- (e) 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.*)
- (f) The note can vary between the 400-level and the 800-level of a 400/800 course.
- (g) 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."

M. Prerequisites

- (a) Course prerequisites follow the word "Prereq:" in the course listing.
- (b) Course prerequisites indicate the level of preparation a student must have before enrolling in the course.
- (c) 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.
- (d) Equivalent preparation is generally sufficient to meet a stated prerequisite.
- (e) 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.
- (f) 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).
- (g) "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.
- (h) A 'recommended prerequisite' may be listed, provided that it states preparation a student must almost have to pass the course.
- (i) The use of the words "parallel", "parallel with", "co-requisite", or "co-register with" in the prerequisite for the course means that both courses are to be taken simultaneously. To avoid terminological confusion for the students, use the common terminology that is used in both bulletins: "parallel" or "parallel with" or a "co-register with" course.

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- (j) "...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.
- (k) 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)].
- (l) Examples of punctuation in prerequisites: "Prereq: Senior standing; XXXX 1XX and 2XX, or XXXX 3XX; or bachelor degree." 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.
- (m) Prerequisites are sometimes listed with incorrect punctuation and/or incorrect grammar to eliminate students from double-reading or misreading the prerequisite (i.e., Prereq: ACCT 201; ECON 210, or 201 and 202; MRKT 341; and MNGT 331, or MIST/MNGT 301, or MIST 350; and permission.
- (n) It is not necessary to state a prerequisite which undergraduate students do not qualify (i.e. bachelor's degree required).
- (o) Majors are listed at the undergraduate level only.
- (p) 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.
- (q) Class standing is valid as a prerequisite (i.e., "Sophomore standing", which includes all Sophomores, Juniors, and Seniors).
- (r) 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.
- (s) It is redundant to list "Graduate standing" for a prerequisite for the 800-level of a 400/900 course since 800-level and 900-level courses are open to graduate students only. SIS+ automatically checks and will not let an undergraduate student register for an 800-level or 900-level course without the specific written approval of the Graduate Studies Office.

M. Repeat Course Policy

- (a) 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 System** and **Credit Hours**.

O. SIS +

- (a) The computer student information system maintained by Registration and Records at the University.
- (b) Verification on a course regarding activity, credit, cross listed courses, ES, and IS courses can be verified on Screen 125 of SIS+.

P. Subject-area Abbreviation

- (a) The four-alpha character abbreviation is used to identify the subject-area.
- (b) 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 abbreviation to avoid duplication.
- (c) 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.
- (d) The four-alpha abbreviation should not be used in the course title or description.
 - a. When the prerequisite or note says something like “...experience in a field of study in the biological science area,” that means to include 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, then when the field of study is fully spelled out (i.e., “...and experience in a field of study in the biological science area.)
 - b. If “biological sciences (BIOS)” is stated first, thereafter, BIOS can be used instead of spelling out the full name of the subject-area.

Q. Terms in which courses are taught

- (a) When an I (fall semester), II (spring semester, or III (summer session) appears in a course description, it means that the course is normally and/or most likely taught in that semester. It does not mean that it will be taught in that semester. It is always up to the department as to whether a course is taught, or not.
- (b) If there is not designation (I, II, III), it means that it can be taught in any semester.

R. Title

- (a) 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.
- (b) Type in title as it appears in the Undergraduate Bulletin. Do no use abbreviations in the title.

Policies for Cross Listing of Courses

Definition: A cross-listed course in one that is offered in two or more academic subject areas. There are two kinds of cross listed courses:

- Cross-listed “equivalency course” – this a cooperative venture between/among departments. All departments share equally in course delivery and recognize all offerings of the course are equivalent. For example, the Departments of Architecture, Art and Art History, and Textiles, Clothing and Design cooperate in offering Arch/Art/TXCD 140. Visual Literacy. The course is cross-listed among the departments and all sections are considered equivalent. Therefore, if a student who has completed Arch 140 decides to transfer from the College of Architecture into either the College of Fine and Performing Arts or College of Education and Human Sciences, Arch 140 is recognized as the equivalent of Art 140 and TXCD 140 and the course is counted toward fulfilling the student’s program requirements...
- Cross-listed courses where there is a “parent” unit that has primary responsibility for course staffing and delivery. Collaborating units will identify a single parent unit or multiple units when the course is proposed or revised. Academic units participating in these kinds of cross-listed courses will recognize participating cross-listed courses as equivalent.

Policies for cross-listed courses where there is a “parent” unit.

- The parent unit has the right of refusal to cross list a course with another academic unit; however, it is hoped the parent unit would articulate their reasons for not wanting to collaborate on offering a cross-listed course with the other unit(s) that requested the cross listed course designation.
- Parents units have the responsibility for assigning *or approving* faculty to teach the cross-listed course. Departments involved in this type of cross listed course offering must have a written contract (on file with the Registrar) identifying the parental unit(s) and responsibilities for provision of resources to support the course.
- Scheduling of a course with cross listings should be approved by the parent unit in collaboration with the other cross-listed units. Cross-listed units do not have the authority to schedule a class without the approval of the parent unit.
- Class rosters are sent to the parent unit which is responsible for distributing copies of the class roster to cross-listed units that have registrations in the course.
- If a parent unit chooses not to offer the course temporarily, all cross-listed units and affected students must be notified before the second set of class worksheets are due for the affected semester. If a cross-listed unit wishes to offer the course with their faculty, they need to request ‘release’ of the course by the parent unit.

- If a parent unit chooses to terminate the course permanently, all cross listed units and affected students must be notified prior to pre-registration for the first affected semester. If a cross listed unit wishes to assume responsibility for the course, the parent unit initiates a transfer of the course identifying the 'new' parent unit (this prevents a process that requires formal termination of a course and then approval of a new course).
- Student credit hour production in cross listed courses with a single instructor of record must be reported by instructor, not by student registration. In co-taught courses, distribution of SCH is pre-approved by participating units based on faculty involvement in the course.

Operating Guidelines

Parent Unit of a Course: If courses are cross-listed, the parent unit is always the first cross listing identified and the full course description only occurs under the parent unit *unless alternative arrangement is approved in writing between the cross listing units*. All cross-listed units identify the course offering and refer the reader to the parent unit for a full description.

New Cross listings (of additional or new courses): Curriculum action is initiated by the parent unit and must have a letter of support from the department/program requesting the cross listing.

Prefix and Number Changes of Courses that are Cross-Listed: Action is initiated by the parent unit through the home college curriculum committee to the UCC. Each cross-listed unit is notified of the proposed change by the parent unit. Notification is informational and requires no formal action by the cross-listed unit. Continuation of the cross listing is assumed unless the cross listed unit formally terminates its participation by requesting the parent unit to delete their cross listing.

Deletion of Prerequisites for a Cross listed Course: Action is initiated by the parent unit through the home college curriculum committee to the UCC. Each cross-listed unit is notified of the proposed change by the parent unit. Notification is informational and requires no formal action by the cross listed unit. Continuation of the cross listing is assumed unless the cross listed unit formally terminates its participation by requesting the parent unit to delete their cross listing.

Termination of a Cross Listing by Non-parent Unit: Any department containing a cross-listed course can initiate the procedure to drop their own cross-listing. The parent unit will be notified of the decision to terminate a cross listing, but is not required to initiate the action and/or approve it.

SUBJECT AREAS BY COLLEGE

Updated 08/2007

Subject Area	Name	College Code	Department Code	Department Name
ABUS	Agribusiness	ANR	4119	Agricultural Economics
AECN	Agricultural Economics	ANR	4119	Agricultural Economics
AGEN	Agricultural Engineering	ANR	4121	Biological Systems Engineering
AGRI	Agricultural Sciences	ANR	4022	Agriculture & Natural Resources - Dean's Office
AGRO	Agronomy	ANR	4122	Agronomy
ALEC	Ag Leadership, Education, & Communication	ANR	4120	Agricultural Leadership, Education & Communications
ASCI	Animal Science	ANR	4126	Animal Science
BIOC	Biological Chemistry	ANR	4130	Biological Chemistry
ENTO	Entomology	ANR	4156	Entomology
ENVE	Environmental Engineering	ANR	1140	Civil Engineering
FDST	Food Science & Technology	ANR	4161	Food Science & Technology
FORS	Forensic Science	ANR		
GRAS	Grassland Studies	ANR	4022	Agriculture & Natural Resources - Dean's Office
HORT	Horticulture	ANR	4169	Horticulture
IBMS	Integrative Biomedical Sciences	ANR	4243	Veterinary & Biomedical Science
MSYM	Mechanized Systems Management	ANR	4121	Biological Systems Engineering
NREE	Natural Resources & Environmental Economics	ANR	4022	Agriculture & Natural Resources - Dean's Office
NRES	Natural Resources	ANR	4318	Natural Resources
PGMP	Professional Golf Management Program	ANR	4954	Center for Grassland Studies
PLPT	Plant Pathology	ANR	4221	Plant Pathology
RNGE	Rangeland Ecosystems	ANR	4122	Agronomy
SOIL	Soil Science	ANR	4122	Agronomy
STAT	Statistics	ANR	1189	Statistics
TLMT	Turfgrass and Landscape Management	ANR	4169	Horticulture
VBMS	Veterinary & Biomedical Sciences	ANR	4243	Veterinary & Biomedical Science
VMED	Veterinary Medicine	ANR	4243	Veterinary & Biomedical Science
WATS	Water Science	ANR	4318	Natural Resources
ARCH	Architecture	ARH	1113	Architecture
CRPL	Community & Regional Planning	ARH	1114	Community & Regional Planning
IDES	Interior Design	ARH	1113	Architecture
LARC	Landscape Architecture	ARH	1113	Architecture
ANTH	Anthropology	ASC	1129	Anthropology and Geography
ASTR	Astronomy	ASC	1219	Physics & Astronomy
BIOS	Biological Sciences	ASC	1131	Biological Sciences
CHEM	Chemistry	ASC	1139	Chemistry
CLAS	Classics	ASC	1141	Classics
COMM	Communication Studies	ASC	1236	Communication Studies
CSCE	Computer Science & Engineering	ASC	1142	Computer Science & Engineering
CZEC	Czech (Mod. Lang.)	ASC	1192	Modern Languages & Literatures
ENGL	English	ASC	1155	English
ENVR	Environmental Studies	ASC	1030	Arts & Sciences - Dean's Office

Subject Area	Name	College Code	Department Code	Department Name
ETHN	Ethnic Studies	ASC	1133	Ethnic Studies (Institute for Ethnic Studies)
EURO	European Studies	ASC	1030	Arts & Sciences - Dean's Office
FREN	French (Mod. Lang.)	ASC	1192	Modern Languages & Literatures
GEOG	Geography	ASC	1129	Anthropology and Geography
GEOL	Geology	ASC	1164	Geosciences
GEOS	Geosciences	ASC	1164	Geosciences
GERM	German (Mod. Lang.)	ASC	1192	Modern Languages & Literatures
GPSP	Great Plains Studies Program	ASC	1340	Great Plains Studies Program
GREK	Greek (Classics)	ASC	1141	Classics
HEBR	Hebrew (Classics)	ASC	1141	Classics
HIST	History	ASC	1167	History
HUMN	Humanities	ASC	Transfer only	
INTS	International Studies	ASC	1030	Arts & Sciences - Dean's Office
JAPN	Japanese (Mod. Lang.)	ASC	1192	Modern Languages & Literatures
JUDS	Judaic Studies Program	ASC	1030	Arts & Sciences - Dean's Office
LAMS	Latin American Studies	ASC	1030	Arts & Sciences - Dean's Office
LATN	Latin (Classics)	ASC	1141	Classics
MATH	Mathematics	ASC	1187	Mathematics
METR	Meteorology/Climatology	ASC	1164	Geosciences
MODL	Modern Language	ASC	1192	Modern Languages & Literatures
PHIL	Philosophy	ASC	1214	Philosophy
PHYS	Physics	ASC	1219	Physics & Astronomy
POLS	Political Science	ASC	1222	Political Science
PSYC	Psychology	ASC	1228	Psychology
RELG	Religious Studies Program	ASC	1141	Classics
RUSS	Russian (Mod. Lang.)	ASC	1192	Modern Languages & Literatures
SCIE	Sciences	ASC	1030	Arts & Sciences - Dean's Office
SOCI	Sociology	ASC	1234	Sociology
SOCS	Social Sciences	ASC	Transfer only	
SPAN	Spanish (Mod. Lang.)	ASC	1192	Modern Languages & Literatures
USTD	University Studies Program	ASC	1030	Arts & Sciences - Dean's Office
WMNS	Women's Studies Program	ASC	1030	Arts & Sciences - Dean's Office
ACCT	Accounting	CBA	1115	Accountancy & Business Law
ACTS	Actuarial Science	CBA	1116	Actuarial Science Program
BLAW	Business Law	CBA	1115	Accountancy & Business Law
BSAD	Business Administration	CBA	1035	Business Administration - Dean's Office
ECON	Economics	CBA	1146	Economics
ENTR	Entrepreneurship	CBA	1185	Management
FINA	Finance	CBA	1159	Finance
GRBA	Graduate Business Administration	CBA	1035	Business Administration - Dean's Office
MIST	Management Information Systems and Technology	CBA	1185	Management
MNGT	Management	CBA	1185	Management
MRKT	Marketing	CBA	1186	Marketing

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Subject Area	Name	College Code	Department Code	Department Name
ADRS	Adult Restoration (DENT)	DNT	2050	Dentistry - Dean's Office
COMD	Community Dentistry (DENT)	DNT	2050	Dentistry - Dean's Office
DENT	Dentistry (DENT)	DNT	2050	Dentistry - Dean's Office
DHYG	Dental Hygiene (DENT)	DNT	2050	Dentistry - Dean's Office
ENDO	Endodontics (DENT)	DNT	2050	Dentistry - Dean's Office
OPDR	Oral Pathology, Diagnosis (DENT)	DNT	2050	Dentistry - Dean's Office
ORBI	Oral Biology (DENT)	DNT	2050	Dentistry - Dean's Office
ORSU	Oral Surgery (DENT)	DNT	2050	Dentistry - Dean's Office
ORTH	Orthodontics (DENT)	DNT	2050	Dentistry - Dean's Office
PEDI	Pediatric Dentistry (DENT)	DNT	2050	Dentistry - Dean's Office
PERO	Periodontics (DENT)	DNT	2050	Dentistry - Dean's Office
ATHC	Athletic Coaching	EHS	1152	Curriculum & Instruction
ATHP	Athletic Practice Courses	EHS	1161	Nutrition & Health Sciences
ATHT	Athletic Training	EHS	1161	Nutrition & Health Sciences
CEHS	Education & Human Sciences	EHS	1031	Education and Human Sciences - Dean's Office
COMB	Rec-Combatives	EHS	1161	Nutrition & Health Sciences
EDAD	Educational Administration	EHS	1147	Educational Administration
EDPS	Educational Psychology	EHS	1150	Educational Psychology
EDUC	Education	EHS	1031	Education and Human Sciences - Dean's Office
CYAF	Child, Youth, and Family Studies	EHS	1145	Family & Consumer Sciences
FITN	Rec-Fitness	EHS	1161	Nutrition & Health Sciences
HUMS	Human Sciences	EHS	1031	Education and Human Sciences - Dean's Office
INDV	Rec-Individual & Dual Activity	EHS	1161	Nutrition & Health Sciences
MARK	Rec-Marksmanship	EHS	1161	Nutrition & Health Sciences
NUTR	Nutritional Sciences & Dietetics	EHS	1161	Nutrition & Health Sciences
ODED	Rec-Outdoor Education	EHS	1161	Nutrition & Health Sciences
RACS	Rec-Racquet Sports	EHS	1161	Nutrition & Health Sciences
RECR	Recreational Theory	EHS	1161	Nutrition & Health Sciences
SLPA	Speech-Language Pathology & Audiology	EHS	1341	Special Education & Communication Disorders
SPED	Special Education	EHS	1341	Special Education & Communication Disorders
TEAC	Teaching, Learning & Teacher Education	EHS	1152	Teaching, Learning & Teacher Education
TXCD	Textiles, Clothing, & Design	EHS	1240	Textiles, Clothing & Design
AREN	Architecture Engineering	ENG	1060	Engineering - Dean's Office
BIME	Biomedical Engineering	ENG	1060	Engineering - Dean's Office
BSEN	Biological Systems Engineering	ENG	4121	Biological Systems Engineering
CEEN	Computing and Electronics	ENG	1060	Engineering - Dean's Office
CHME	Chemical and Biomolecular Engineering	ENG	1138	Chemical & Biomolecular Engineering
CIVE	Civil Engineering	ENG	1140	Civil Engineering
CNST	Construction Management	ENG	1267	Construction Management
CONE	Construction Engineering	ENG	1267	Construction Management
ELEC	Electrical Engineering	ENG	1151	Electrical Engineering
ENGM	Engineering Mechanics	ENG	1154	Engineering Mechanics
ENGR	Engineering	ENG	1060	Engineering - Dean's Office

Subject Area	Name	College Code	Department Code	Department Name
IMSE	Industrial & Management Systems Engineering	ENG	1173	Industrial & Management Systems Engineering
MECH	Mechanical Engineering	ENG	1188	Mechanical Engineering
METL	Metallurgical Engineering	ENG	1188	Mechanical Engineering
AHIS	Art History & Criticism	FPA	1128	Art & Art History
ARTP	Art Theory & Practice	FPA	1128	Art & Art History
ARTS	Art-Special Topics	FPA	1128	Art & Art History
CERM	Art-Ceramics	FPA	1128	Art & Art History
DANC	Dance (MUSIC)	FPA	1193	Music (School of Music)
DRAW	Art-Drawing	FPA	1128	Art & Art History
GRPH	Art-Graphic Design & Illustration	FPA	1128	Art & Art History
MUAP	Music - Applied	FPA	1193	Music (School of Music)
MUCO	Music - Ensemble (Elective Credit only)	FPA	1193	Music (School of Music)
MUCP	Music - Composition	FPA	1193	Music (School of Music)
MUDC	Music - Ensemble (Degree credit)	FPA	1193	Music (School of Music)
MUED	Music Education	FPA	1193	Music (School of Music)
MUEN	Music – Ensembles	FPA	1193	Music (School of Music)
MUNM	Music for Non-Majors	FPA	1193	Music (School of Music)
MUOP	Music - Opera	FPA	1193	Music (School of Music)
MUSC	Music	FPA	1193	Music (School of Music)
MUSR	Music - Student Recitals	FPA	1193	Music (School of Music)
PANT	Art-Painting	FPA	1128	Art & Art History
PHOT	Art-Photography	FPA	1128	Art & Art History
PRNT	Art-Printmaking	FPA	1128	Art & Art History
SCLP	Art-Sculpture	FPA	1128	Art & Art History
THEA	Theatre Arts	FPA	1295	Theatre
WATC	Art-Watercolor	FPA	1128	Art & Art History
GRDC	Graduate College	GRD	1065	Graduate College - Dean's Office
SRAM	Survey Research and Methodology	GRD	1065	Graduate College - Dean's Office
TOXI	Toxicology	GRD	1065	Graduate College - Dean's Office
ADVT	Advertising	JMC	1276	Advertising
BRDC	Broadcasting	JMC	1277	Broadcasting
JGEN	Journalism - General Courses	JMC	1058	Journalism & Mass Communications - Dean's Office
JGRD	Journalism - Graduate	JMC	1058	Journalism & Mass Communications - Dean's Office
JOUR	Journalism - Core Courses	JMC	1058	Journalism & Mass Communications - Dean's Office
NEWS	News-Editorial	JMC	1279	News-Editorial
LAW	Law	LAW	1080	Law - Dean's Office
NMED	Nursing Medicine (UNMC)	NUR	2197	Nursing
AERO	Aerospace	OUP	1118	Aerospace (Air Force ROTC)
JDEP	J. D. Edwards Program	OUP	1002	J.D. Edwards Program
LIBR	Library	OUP	1085	Library
MLSC	Military Science	OUP	1191	Military Science (Army ROTC)
NAVS	Naval Science	OUP	1194	Naval Science (Navy ROTC)
SPCW	Special Waiver (International Affairs)	OUP	1345	Special Waiver (Study Abroad)
UHON	University Honors Program	OUP	1001	University Honors Program

APPENDIX E

Subject Area	Name	College Code	Department Code	Department Name
CRIM	Criminal Justice (UNO)	PAC	3183	School of Criminology and Criminal Justice
GERO	Gerontology (UNO)	PAC	3246	Gerontology
NURS	Nursing (UNMC)	PAC	2197	Nursing
PA	Public Administration (UNO)	PAC	3250	Public Administration
SOCW	Social Work (UNO)	PAC	3247	Social Work

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