

COURSE NUMBER REUSE POLICY

The University of North Carolina at Greensboro

Approved by Raina Barnett, Interim University Registrar

Revised October 22, 2024

1. Purpose

This policy is designed to guide how the University assigns and reuses course numbers for instructional purposes. Due to Financial Aid concerns, course numbers will be reused on an as needed basis only (i.e., there are no available unused numbers at the required level). Aid is not disbursed on repeat coursework once a course has been passed unless a course is deemed repeatable for credit by the University (coded as such in Banner) and is required within the program.

2. Scope

All academic units, departments, and programs must comply with the policy.

3. Definitions and Roles and Responsibilities

3.1 Definitions

1. **Courses Numbers:** are the numbers after the subject prefix (e.g. ABC 123). Course numbering is structured as follows:

Course Level Number	Description
100-199	Intended primarily for freshmen
200-299	Intended primarily for sophomores
300-399	Intended primarily for juniors
400-499	Intended primarily for seniors
500-699	Intended primarily for master's degree students
700-899	Intended primarily for doctoral students

2. **Inactive Course:** previously offered courses that have been inactivated in Banner (via the CIM process) which are no longer available for scheduling.
3. **Course Reactivation:** the action of reactivating an inactive course (via the CIM process) for the purposes of scheduling a course section. In this instance, there are not significant changes to the course content/SLOs and students could use the old and new versions interchangeably for degree requirements. Requests to reactivate a course cannot include any other changes to the course (i.e., number, title, credit structure, description, etc.). Only after a course is reactivated can further changes be proposed via the curricular change process.
4. **Course Number Reuse:** the practice of reusing course numbers associated with inactive courses in order to create new courses. In this instance, students could not use the old and new versions interchangeably for degree requirements. Course numbers can also be reused to renumber an existing course (i.e., a 700-level to 600-level - if there are no available unused 600-level numbers).
5. **Course Equivalency:** two courses which are exactly the same as each other (title, description, content) or there is enough overlap in content that credit for both courses is not allowed. Equivalency also applies to course number changes (i.e., PHI 361 is changed to PHI 261 - these two courses are now equivalent in Banner/Degree Works to prevent students who took 361 from receiving credit for the renumbered 261). Courses which carry a pre-existing equivalency are excluded from reuse/reactivation availability.
6. **Repeatable Course:** some courses may be repeated for credit under special circumstances. Such information is listed in the course description. If a course (or its equivalent) is taken more than once for credit and is not repeatable for credit, credit will be applied toward degree requirements and financial aid only once.
7. **Course Number Assignment:** course numbers are assigned via the "New Course Proposal" process in CIM. Lateral course number moves are not permitted for the purposes of sequencing courses within a program.
8. **Course Sections** represent a particular instance of a course that are scheduled for a specific academic term. They are sometimes referred to as "classes."

4. Policy

UNCG allows the reuse of course numbers in very specific situations. Permissible UNCG Course Number Reuse:

- Permissible when there are no available numbers remaining within a given course level number series for a subject code (see course number structure above) for the purposes of creating a new course.
 - Course numbers available for reuse must currently be inactive and have not been offered for 10 years.

5. Compliance and Enforcement

UNCG Faculty and Staff are responsible for following and the University Registrar is

responsible for enforcing the policy.

5.1 Supporting Documents

5.1.1 None

5.2 Related Policies

5.2.1 None

5.3 Resources

5.3.1 None

5.4 Approval Authority

5.4.1 Provost & University Registrar

5.5 Contacts for Additional Information and Reporting

5.5.1 The University Registrar is responsible for administering this policy.

5.5.2 The Office of Assessment, Accreditation, and Academic Program Planning is responsible for managing curricular changes associated with this policy.