

## Academic Regulation - Office of the Provost

**CATEGORY:** ACADEMIC AFFAIRS  
**SECTION:** Academic Programs  
**SUBJECT:** Course Structure  
**EFFECTIVE DATE:** September 20, 2000 Revised  
**PAGE(S):** 3

### I. SCOPE

This policy establishes a system for course structuring, applicable to all courses offered at the University of Pittsburgh, and includes:

Cross-Listed Courses - Guidelines for the cross-listing of courses among schools/campuses of the University

Course Enrollment Restrictions - Restrictions on course enrollment and special enrollment counseling sections

Fractional Credit/Variable Courses - Restrictions on variable credit and fractional credit courses

Course Numbering - A system for course numbering, applicable to all courses offered at the University

Prerequisite/Corequisite Courses - Regulations on prerequisite and corequisite courses

Course Subtitles - Regulations on the use of course subtitles

Course Type - The categorization of courses by course type, the method of instruction used in delivering education programs to students

### II. POLICY

#### Cross-Listed Courses

Cross-listed course sections must be offered at the same level (Lower Level Undergraduate, Upper Level Undergraduate, Master Level Graduate, Doctoral Level Graduate, First Professional Programs, Career Development Undergraduate, Career Development Graduate, and Non-Credit).

**Exception:** Courses that are cross-listed within the same department program course abbreviation within the Pittsburgh campus or a regional campus, may be cross-listed at different levels to accommodate faculty teaching loads and low enrollment.

Courses must be offered at the same time, in the same classroom, by the same instructor, and must be the same course type.

Course titles, credits, and grade options must be identical for all cross-listed course sections.

No more than three course sections may be cross-listed. This assumes one course section is the base or primary section and up to two subordinate sections may be cross-listed, with the program paying most or all of the instructor(s) salary as the primary course.

The appropriate dean(s) must approve all cross-listed course listings before they are added to the Course Inventory.

#### Course Enrollment Restrictions

Course enrollments may be restricted to:

- Two Schools
- Four program classifications of students enrolling in such courses

Requests for special enrollment counseling sections within a program will be limited to:

- Independent Study
- Directed Study
- Thesis/Dissertation
- Practicum
- Clinical Education
- Courses that require an interview, such as internships

Special enrollment counseling courses will be identified as an information item in the schedule of classes.

#### Fractional Credit/Variable Credit Courses

Courses offering variable credit sections must be of the following course types:

- Independent Study
- Practicum
- Internship
- Directed Study
- Thesis/Dissertation
- Clinical Education

Based on curriculum needs, departments may offer any course in 1/2 credit increments.

#### Course Numbering

The four position numeric course number identified below will be used consistently by the entire University:

- 0001 - 0999 or  
7000 - 7999 Lower Level Undergraduate  
(7000 - 7999 numbering system not used after term 97-3)
- 1000 - 1999 or  
8000 - 8999 Upper Level Undergraduate  
(8000 - 8999 numbering system not used after term 97-3)
- 6000 - 6999 Career Development Undergraduate
- 5000 - 5999 First Professional Programs (Medicine, Dental Medicine and Law)
- 2000 - 2999 Master Level Graduate
- 3000 - 3999 Doctoral Level Graduate
- 4000 - 4999 Noncredit
- 9000 - 9999 Career Development Graduate

### Prerequisite/Corequisite Courses

A department may associate with any course in the course inventory a maximum of four prerequisite courses.

A department may associate with any course in the course inventory only one corequisite course.

### Course Subtitles

Only Independent Study and Directed Study course types may have subtitles as they pertain to the individual student's academic study.

Subtitles are limited to 32 characters.

### Course Type

All courses offered by the University must be characterized by course type as defined in Table Number 12131 of the Data Element Dictionary.

An Internship must be categorized as either an Independent Study or a Practicum, depending on the teaching method and the instructional experience.

## **III. REFERENCE**

Data Element Dictionary, Table 12131