

# COURSE INFORMATION

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## Online Schedule of Classes

Detailed information pertaining to classes available for the current academic year is viewable online via a searchable schedule of classes. Schedules for prior years are available in schedule archives. The online schedule of classes, instructions for use and schedule archives can be found on the Office of the Registrar website at [www.du.edu/registrar](http://www.du.edu/registrar) (<http://www.du.edu/registrar/>).

Because the online schedule of classes is available to the general public, prospective students and other interested parties can view detailed information about courses offered for specific terms. The detailed information available from the schedule of classes makes it a valuable tool for developing course schedules prior to advising and registration. The class schedule listing page includes instructor email links, section notes, meeting times and links to other section information for courses meeting search criteria.

## Course Number Designation

0001-0999: pre-collegiate, remedial, or continuing education unit courses

1000-1999: undergraduate courses (lower division)

2000-2999: advanced undergraduate courses (upper division)

3000-3999: advanced undergraduate and graduate courses (combined)

4000 or over: graduate courses

## Independent Study

Independent study offers the opportunity to extend learning beyond formal courses and to explore intellectual independence. To be eligible for Independent Study, a student should demonstrate qualities necessary for interested and intensive inquiry. Students must obtain an independent study form from their program's registration office. Registrar approval is required before the form is completed by the student, instructor and chair of the department.

The following policies apply:

- The independent study project must be considered as upper-division credit (course number 3991).
- At least one hour (quarter) of credit is required for Independent Study, and a maximum of 10 credit hours can be applied toward degree requirements, except for students in the Honors Program. Ordinarily, a maximum of five credit hours of independent study may be taken in any quarter.
- Individual academic departments may have further restrictions on the number of Independent Study hours that can be applied toward major requirements.
- Independent study may not replace a course listed in the course catalog.
- The student, instructor and chair of the department must agree upon the title and outline of the independent study project.

In addition to these policies, undergraduate students who do not meet the following criteria will not be approved for independent study.

## Non-Business Independent Study

To be eligible for independent study in non-business disciplines, an undergraduate must meet the following criteria:

- The student must be in academic good standing (i.e., a minimum 2.0 GPA).
- The student must have been enrolled as a full-time student during the preceding quarter.

## Business Independent Study

To be eligible for independent study in business disciplines, an undergraduate must meet the following criteria:

- The student must be a business major.
- Of the hours completed, 45 must have been completed at the University of Denver.
- The student must have been enrolled as a full-time student during the preceding quarter.
- The student must have a minimum 2.5 GPA.

## Independent Research

Independent research opportunities are available to students for dissertation and thesis research or other independent research.

The following policies apply:

- Independent research projects (course numbers generally ending in 995) appear on the student's transcript with the specific topic as the course title.
- On successful completion of the project or on its termination by request of the department, the research advisor will record a final grade. The department may use the A-F grading system in evaluating the research or record 'P' (pass) or 'F' (fail).
- Projects must be undertaken within the academic term in which they are registered.
- Students obtain applications from their academic department or the Office of the Registrar. Partial applications will not be processed.
- The responsibilities of the instructor of record are the following:
  1. See that the grades are submitted;
  2. Approve the course of research;
  3. Approve the credentials of other faculty involved;
  4. Agree to assume responsibility if problems arise.
- Registration after published registration dates is not permitted.

## Directed Study

A directed study course is a permanent catalog course delivered on an individual basis when the course is not offered in a given term. Directed study courses are approved under extenuating circumstances to provide an opportunity to complete a required course. The following policies apply:

- Directed study courses must be approved by the instructor and department concerned.
- Projects must be undertaken within the academic term in which they are registered.
- There can be no change in the basic content of the course. In particular, this means the level, subject code, description, title, grading policy (A–F, P/ NP), credits and course content cannot differ from the permanent course.
- Directed study courses use the same forms and processes as independent study. Partial applications are not processed.
- Registration after published registration dates is not permitted.
- The responsibilities of the instructor of record are to
  1. See that the grades are submitted;
  2. See that the material is presented in full in a timely manner;
  3. Approve the course of study;
  4. Approve the credentials of other faculty involved; and
  5. Agree to assume responsibility if problems arise. The faculty member must have taught the permanent course or a related course prior to teaching a directed study.

## Experiential Learning/Internship Credit

Juniors and seniors may earn up to 10 quarter hours of credit for cooperative education and internships if offered in their program. Approval by the faculty advisor and/or director of internships and cooperative education is required prior to registration or beginning the work experience. All internships follow a planned schedule of activities as established by the school in cooperation with the job establishment. Students are expected to maintain regular contact with their faculty advisor and complete appropriate assignments as dictated by their instructor.

## No Credit Registration

A student may register for no credit (NC) in any course with approval of the course instructor and only where space is available. Some programs may require additional approvals. Course restrictions such as prerequisites apply to NC registration. No-credit course registrations count as full credit value in determining the total study load allowed. If adding the no-credit course creates a course overload, standard overload procedures apply.

No credit courses appear on the student's permanent record (transcript) with a grade of No Credit (NC). No Credit grades are not calculated in a student's GPA, and the credit hours do not apply toward a degree.

All applicable tuition and fees are charged for NC registration. No-credit registration may not be changed to credit registration after the deadline for registration has passed. Credit registration may not be changed to no-credit registration after the deadline to drop classes.

Students receiving any type of financial aid, scholarship, grants or tuition waiver should check with the Office of Financial Aid before registering for NC as financial aid or waiver may not cover courses taken for no credit.

## Audit Registration

Fulltime DU students may register to audit courses on a space-available basis. Audit registration permits students to participate in courses, but grades are not recorded and credit is not awarded. Permission from the instructor is required and some programs may require additional approvals. Course restrictions such as prerequisites apply to course auditors. The following course types may not be audited: online, lab, clinical, practicum, performance (except for ensemble), internship/externship, independent or directed study or studio. Course auditors do not submit assignments or participate in exams. Audited courses do not appear on a student's transcript and do not count for fulltime status, loan deferments, financial aid, etc.

Audit registration may not be changed to credit registration after the deadline for registration has passed. Credit registration may not be changed to audit registration after the deadline to drop classes. Students may audit only one course per term.

Enrolled, degree-seeking DU students may audit certain courses on a space available basis. Tuition is not charged, but relevant course fees are charged.

## **Permission for Undergraduates to Register for Graduate Courses**

Undergraduates may request to enroll in graduate courses that are well suited to their programs of study. This opportunity is available to seniors whose academic achievement makes graduate-level work appropriate. This policy applies to graduate courses with course numbers of 4000 and above. Some 3000-level courses are approved for either undergraduate or graduate credit. Undergraduate courses may not be taken for graduate credit.

### **Graduate courses for undergraduate credit**

Students must be classified as a senior and have an overall cumulative GPA of at least 3.0. The student must obtain approval of the course instructor; chair or program director of the graduate program; Office of Graduate Education; and the student's major advisor. Graduate courses taken for undergraduate credit may not be subsequently used to satisfy graduate requirements unless the student is in an approved dual undergraduate/graduate degree program.

### **Graduate courses for graduate credit**

Students who have been admitted to a DU graduate program do not require permission to register for a graduate course for graduate credit. Otherwise, undergraduate students must be classified as a senior and have an overall cumulative GPA of at least 3.0. The student must obtain approval of the course instructor; chair or program director of the graduate program; and Office of Graduate Education. Courses taken for graduate credit may not be used to satisfy undergraduate requirements unless the student is in an approved dual undergraduate/graduate degree program.

## **Concurrent Registration**

Students wanting to enroll in courses at another institution while enrolled at DU must petition the Academic Exceptions Committee (<http://bulletin.du.edu/undergraduate/academicpoliciesandprocedures/exceptiontoacademicpolicy/>). No transfer credit is allowed for courses carried concurrently without prior permission. The total study load allowed may not exceed 19 quarter hours. Courses taken concurrently must not be available at the University of Denver.