

## 3.18 Graduate Courses

### A. Credentials Required for Teaching Graduate Courses

The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires that graduate courses be taught by faculty with an earned doctorate/terminal degree in the teaching discipline or a related discipline. To that end, the following requirements for the teaching of graduate courses are established:

- Both primary and secondary instructors must be graduate faculty in the academic program offering the course or approved non-graduate faculty (see Section 1.3 of the Administrative Handbook, sub-sections C and E).
- All instructors must have an active record in HR (Human Resources).
- Sections of the following courses must be taught by associate or full members of the graduate faculty:
  - XXX 685 Master's Supervised Teaching
  - XXX 686-687 Master's Other Teaching
  - XXX 690 Master's Exams
  - XXX 691-699 Master's Research
  - XXX 885 Doctoral Supervised Teaching
  - XXX 886-887 Doctoral Other Teaching
  - XXX 890 Doctoral Exams
  - XXX 891-899 Doctoral Research
- Support personnel do not need to be graduate faculty but they must have 0% teaching load assigned.
- All sections must have valid instructors listed (STAFF or blank is not acceptable).

### B. Graduate Courses

Course Number	Explanation
5XX	Letter Graded Master's Courses
6XX	S-U Graded Master's Courses
7XX	Letter Graded Doctoral Courses (ALL 7XX courses are restricted to the following classification of students: MR, DR, SR, SP and GR)
8XX	S-U Graded Doctoral Courses (ALL 8XX courses, with the exception of those specifically listed at the end of this section, are restricted to the following classification of students: MR, DR, SR, SP and GR)
9XX	Professional Courses in the College of Veterinary Medicine are not graduate courses and may not be counted in Plans of Work for graduate degrees.

### C. 500-Level Letter Graded Master's Courses

Course Number	Explanation
500-589	Undesignated
590-599	Letter Graded Special Topic Master's Courses

**Note:** Courses at the 500 level are letter graded. Students cannot enroll in these courses for 'credit only.'

### D. 600-Level S/U Graded Master's Courses

Course Number	Explanation
<b>600-609</b>	<b>Introductory, Seminars, Colloquiums</b>
600	Introduction to Graduate Study (in department or program)
601	Seminar (in department or program)
602-606	Seminar in <specialization> (in department or program)
607	Advanced Seminar
609	Colloquium
<b>610-617</b>	<b>Topics Courses</b>
610	Special Topics (in department or program)
611-613	Special Topics in <specialization> (in department or program)
615	Advanced Special Topics (in department or program)
616-617	Advanced Special Topics in <specialization> (in department or program)
<b>620-626</b>	<b>Problems Courses</b>
620	Special Problems (in department or program)
621-622	Special Problems in <specialization> (in department or program)
623-624	Miscellaneous Special Problems
625-626	Advanced Special Problems
<b>630-634</b>	<b>Independent/Individual Study</b>
630	Independent Study (in department or program)
631-634	Other independent or individual study courses
<b>635-639</b>	<b>Readings</b>
635	Readings (in department or program)
636-639	Advanced Readings
<b>640-649</b>	<b>Practicums</b>
640	Prepracticum
641-649	Practicum in <specialization> (in department or program)
<b>650-659</b>	<b>Internships</b>

650	Internship (in department or program)
651-659	Internship in <specialization> (in department or program)
<b>660-669</b>	<b>Miscellaneous</b>
660-669	Miscellaneous that do not fit into any other category
<b>670-671</b>	<b>Lab Rotations</b>
670-671	Lab Rotations
<b>675-679</b>	<b>Projects</b>
675-679	Project courses (of all types)
<b>680-684</b>	<b>Directed Study</b>
680-682	Directed Study (in department)
683-684	Advanced Directed Study
<b>685-687</b>	<b>Teaching</b>
685	Master's Supervised Teaching
686-687	Other Teaching
<b>690</b>	<b>Exams</b>
690	Master's Exams
<b>691-699</b>	<b>Research</b>
693	Master's Supervised Research
695	Master's Thesis Research
696	Summer Thesis Research
697	Final Research Project
699	Master's Thesis Preparation

**Note:** Courses at the 600 level are S/U graded. Students cannot enroll in these courses for a letter grade. Registration in 600-level courses is restricted to graduate or PBS status.

## E. 700-Level Letter Graded Doctoral Courses

Course Number	Explanation
700-789	Undesignated
790-799	Letter Graded Special Topic Doctoral Courses

**Note:** Courses at the 700 level are letter graded. Students cannot enroll in these courses for 'credit only.' Registration in 700-level courses is restricted to graduate or PBS status.

## F. 800-Level S/U Graded Doctoral Courses

Course Number	Explanation
<b>800-809</b>	<b>Introductory, Seminars, Colloquiums</b>
800	Introduction to Graduate Study (in department or program)
801	Seminar (in department or program)
802-806	Seminar in <specialization> (in department or program)
807	Advanced Seminar
809	Colloquium
<b>810-817</b>	<b>Topics Courses</b>
810	Special Topics (in department or program)

811-813	Special Topics in <specialization> (in department or program)
815	Advanced Special Topics (in department or program)
816-817	Advanced Special Topics in <specialization> (in department or program)
<b>820-826</b>	<b>Problems Courses</b>
820	Special Problems (in department or program)
821-822	Special Problems in <specialization> (in department or program)
823-824	Miscellaneous Special Problems
825-826	Advanced Special Problems
<b>830-834</b>	<b>Independent/Individual Study</b>
830	Independent Study (in department or program)
831-834	Other independent or individual study courses
<b>835-839</b>	<b>Readings</b>
835	Readings (in department or program)
836-839	Advanced Readings
<b>840-849</b>	<b>Practicums</b>
840	Prepracticum
841-849	Practicum in <specialization> (in department or program)
<b>850-859</b>	<b>Internships</b>
850	Internship (in department or program)
851-859	Internship in <specialization> (in department or program)
<b>860-869</b>	<b>Miscellaneous</b>
860-869	Miscellaneous that do not fit into any other category
<b>870-871</b>	<b>Lab Rotations</b>
870-871	Lab Rotations
<b>875-879</b>	<b>Projects</b>
875-879	Project courses (of all types)
<b>880-884</b>	<b>Directed Study</b>
880-882	Directed Study (in department)
883-884	Advanced Directed Study
<b>885-887</b>	<b>Teaching</b>
885	Doctoral Supervised Teaching
886-887	Other Teaching
<b>890</b>	<b>Exams</b>
890	Doctoral Exams
<b>891-899</b>	<b>Research</b>
893	Doctoral Supervised Research
895	Doctoral Thesis Research
896	Summer Thesis Research
897	Final Research Project
899	Doctoral Thesis Preparation

**Note:** ALL 800-level S/U graded doctoral courses with the exception of those specifically listed below are restricted to graduate or PBS status.

## G. Catalog Descriptions for Research, Teaching, and Examination Courses

- XXX 685 Master's Supervised Teaching. Restricted to master's student. 1-3. Teaching experience under the mentorship of faculty who assist the student in planning for the teaching assignment, observe and provide feedback to the student during the teaching assignment, and evaluate the student upon completion.
- XXX 688 Non-Thesis Master's Continuous Registration – Half-Time Registration. Restricted to master's students. 1. For students in non-thesis master's programs who have completed all credit-hour requirements for their degree but need to maintain half-time continuous registration to complete incomplete grades, projects, final master's exam, etc. As noted in the prerequisite above, the course-inventory system restricts enrollment in this course to master's students only (class MR).
- XXX 689 Non-Thesis Master's Continuous Registration – Full-Time Registration. Restricted to master's students. 3 credit hours. For students in non-thesis master's programs who have completed all credit-hour requirements for their degree but need to maintain full-time continuous registration to complete incomplete grades, projects, final master's exam, etc. As noted in the prerequisite above, the course-inventory system restricts enrollment in this course to master's students only (class MR). Students may register for this course a maximum of one semester. Registration restricted to 3 credits only.
- XXX 690 Master's Examination. Restricted to master's students. 1-6 credit hours. For students in non-thesis master's programs who have completed all other requirements of the degree except preparing for and taking the final master's exam. As noted in the prerequisite above, the course-inventory system restricts enrollment in courses with this number to master's students only (class MR). XXX 690 cannot be used to fulfill course requirements, cannot be listed on the Plan of Work for credit, and cannot be transferred to another program.
- XXX 693 Master's Supervised Research. Restricted to master's students. 1-9 credit hours. Instruction in research and research under the mentorship of a member of the Graduate Faculty. In spite of the noted prerequisite the course inventory system actually restricts enrollment in courses with this number to student class MR or DR.
- XXX 695 Master's Thesis Research. Restricted to master's students. 1-9 credit hours. Thesis research.
- XXX 696 Summer Thesis Research. Restricted to master's students. 1 credit hour. Thesis research. Ten-week course beginning the first day of Summer Session I. XXX 696 cannot be used to fulfill course requirements, cannot be listed on the Plan of Work for credit, and cannot be transferred to another program.
- XXX 699 Master's Thesis Preparation. Restricted to master's student. 1-3 credit hours. For students who are writing their theses. May be counted in the Plan of Work.
- XXX 885 Doctoral Supervised Teaching. Restricted to doctoral students. 1-3 credit hours. Teaching experience under the mentorship of faculty who assist the student in planning for a teaching assignment, observe and provide feedback to the student during the teaching assignment, and evaluate the student upon completion. 885 Doctoral Supervised Teaching courses are restricted to Doctoral

students only (class DR) by the course-inventory system as indicated by the prerequisite noted above.

- XXX 890 Doctoral Preliminary Examination. Restricted to doctoral students. 1-9 credit hours. For students who are preparing for and taking written and/or oral preliminary exams. 890 Doctoral Preliminary Examination courses are restricted by the course-inventory system to Doctoral students only (class DR) as indicated by the prerequisite noted above. XXX 890 cannot be used to fulfill course requirements, cannot be listed on the Plan of Work for credit, and cannot be transferred to another program.
- XXX 893 Doctoral Supervised Research. Restricted to doctoral students. 1-9 credit hours. Instruction in research and research under the mentorship of a member of the Graduate Faculty. 893 Doctoral Supervised Research courses are restricted to Doctoral students only (class DR) as indicated by the prerequisite noted above.
- XXX 895 Doctoral Dissertation Research. Restricted to doctoral students. 1-9 credit hours. Dissertation research. 895 Doctoral Dissertation Research courses are restricted to Doctoral students only (class DR) as indicated by the prerequisite noted above.
- XXX 896 Summer Dissertation Research. Restricted to doctoral students. 1 credit hour. Dissertation research. Ten-week course beginning the first day of Summer Session I. 895 Doctoral Dissertation Research courses are restricted to Doctoral students only (class DR) as indicated by the prerequisite noted above. XXX 896 cannot be used to fulfill course requirements, cannot be listed on the Plan of Work for credit, and cannot be transferred to another program.
- XXX 899 Doctoral Dissertation Preparation. Restricted to doctoral students. 1-3 credit hours. For students who are writing their dissertation. May count toward the Graduate Plan of Work.

Master's students going on to pursue a Ph.D. can register for Ph.D. coursework during their last semester of the master's degree instead of 689, 695, or 699 provided they have completed the master's degree requirements.

The courses are all variable credit, but none are zero credit courses.

1. The number of credits students register for in the courses should not exceed the upper limits stated in the descriptions.
2. As a general rule, master's students should not register for 8XX-level courses and doctoral students should not register for 6XX-level courses. The course inventory allows scheduling of students in the classes FR, JR, SO, SR. in courses numbered 800 where the course prefix is II.

## H. Credit Hours for Intensive Graduate Courses

A maximum of one credit hour will be awarded per week of full-time study for graduate courses offered by NC State University. At least 60 days before such a course is taught, the syllabus must be submitted to the Graduate School for approval.

## I. Syllabus Requirement for Graduate Courses

All instructors of graduate courses are required, no later than the first class, to provide students with a written or electronic course syllabus which contains the information listed in NC State's Syllabus Regulation (<https://policies.ncsu.edu/regulation/reg-02-20-07/>) (REG 02.20.07).

A syllabus must be approved by the Administrative Board of the Graduate School as part of a new course proposal.