

## Procedure for Academic Zero Credit Hour Offerings

Zero Credit Offerings (ZCO) allow for formal enrollment at the undergraduate or graduate level to develop students' academic, professional, or research skills and attitudes without adding credit hours or significant costs. ZCOs are limited offerings, typically in an academic setting, that are directly related to a student's degree program and require:

- minimal work for the course outside of the class meeting time/contact hours for students;
- minimal faculty involvement;
- limited use of university resources.

ZCOs may be offered through an academic or administrative unit and are classified as academic or administrative accordingly. Examples of academic ZCO courses include the Graduate Student Teaching Excellence Program (GSTEP) and music ensembles. An example of an administrative ZCO is Career Readiness.

### **Approval Process:**

Both academic and administrative Zero Credit Course offerings shall not be scheduled without the appropriate curriculum committee's approval of the Zero Credit Course Offering Proposal (i.e. UUC for undergraduate ZCOs and Graduate Council for graduate ZCOs).

A completed [Proposal for Zero Credit Offering Form](#) for an academic ZCO should be reviewed by the college's curriculum committee and proposal forms for an administrative ZCO should be reviewed by the Vice Provost for Student Success prior to review by the appropriate university-level curriculum committee (e.g. UUC, Graduate Council.)

A zero-credit course proposal may be approved through the curriculum review process if the following conditions are met:

- Demonstrates the course will provide academic, professional, or research experience related to the degree program offered at UNT;
- Includes student learning outcomes;
- Includes minimal assessment of student learning outcomes with the grade award of Pass (P)/ No Pass (NP);
- Demonstrates that the offering will require the use of limited university resources;
- Identification of faculty time associated with the offering is minimal in regard to faculty workload;
- Identification of faculty qualifications for teaching the ZCO;
- Presentation of students' time expectations is reasonable for a zero-credit offering.

### **Student Expectations:**

- Students are expected to complete assigned ZCOs requirements
- Students are restricted to 2 ZCOs per semester

### **Other Requirements:**

- A student must be registered for credit-bearing courses in the same term to enroll in a ZCO.
- Reasonable consumable fees may be able to be charged for a ZCO.
- ZCOs will be listed in the course schedule and allow for registration the same as for credit course.
- ZCOs do not count toward full-time enrollment for scholarships or financial aid for students.
- ZCOs must receive a grade of P/NP that will be notated on the official transcript after ZCO completion.
- ZCOs are not included in GPA calculations.
- If a student drops all their credit courses during the term the student is enrolled in a ZCO(s), they will also be dropped from a ZCO(s).

- Students can drop ZCOs without penalty and no W grade on an official transcript during the drop-period for the term the student is enrolled in the ZCO.
- Withdrawing from a ZCO does not count towards state or UNT course withdrawal limits.
- ZCOs are not included in faculty workloads.
- ZCOs will have a unique numerical identifier.

### **How to Use Zero Credit Offering**

Zero Credit Offerings (ZCOs) should be used when:

It is important (1) for the student's experience to be documented on the official academic transcript towards the awarding of an academic credential and (2) that experience should be offered at minimal or no cost.

ZCO's may also provide administrative benefits, such as:

- Capturing enrollment and assessment data to investigate the impact of an academic experience
- Managing liability protection (lab safety offerings)

Zero Credit Offerings (ZCOs) should not be used when:

- The experience is not appropriate to document on an official academic transcript.
- The experience is intended for building marketable skills unrelated to degree program outcomes.
- The experience requires significant time or cost to the student.
- The experience requires significant time by faculty and/or significant resources by the university.

UNT offers many enriching experiences to students that do not meet the criteria of a ZCO that require similar administrative support as outlined above. The university offers a variety of solutions available for meeting the administrative needs of non-ZCO experiences, for more information contact the Office of the Vice Provost for Student Success at: [studentsuccess@unt.edu](mailto:studentsuccess@unt.edu).