

# UNC Common Numbering System Course Exemption/Deletion Form

**Chief Academic Officer (CAO) approval is required for exemptions and deletions to the [UNC Common Numbering System Course List](#).** Course exemptions and deletions must be submitted to the UNC System Office by **May 31st** of each year.

An exemption/deletion only needs to be requested one time either through the initial course review process or if the criteria for equivalency are no longer met following a course update.

Course exemptions/deletions may be requested for the following reasons:

- ❖ If an institution has no course equivalent, either because the institution does not offer a course or the institution deems that there is no existing course with a 70% content equivalency.
- ❖ A current CNS course no longer meets the 70% content equivalency.
- ❖ Deletion of an institutional course.
  - A deletion will be considered as an exemption.

Steps:

1. **Print and complete the form. Type or print your responses.**
  - a. **Complete Section A, Section B and Section C.**
  - b. **Obtain CAO approval (Section D).**
  - c. **Scan and email the form to [uncncs@northcarolina.edu](mailto:uncncs@northcarolina.edu).**
    - i. **The form must be submitted by May 31st.**
2. The UNC CNS Coordinator will review the submission to determine if all criteria have been met.
  - a. If the form is incomplete, the contact person for the originating institution will be notified within 15 business days.
    - i. The form's originator should make the necessary changes and resubmit the form within a deadline set by the UNC System Office.
  - b. If all criteria for exemption have been met, the form will be forwarded to the UNC System Office Senior Vice President for Academic Affairs for final approval.
    - i. The contact person for the originating institution will be notified of the final decision on the exemption within 25 business days of the submission deadline.
3. The UNC CNS Coordinator will also notify the registrar at the institution and any other designee for whom an institution has requested notification.
4. Constituent institutions will ensure that the transfer course articulation rules for the new CNS course are reflected in their student information system/enterprise resources planning system (SIS/ERP).

**Section A**

**Submitter Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Institution: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Section B**

**Course Information**

Course Title: \_\_\_\_\_

Course Prefix: \_\_\_\_\_

Course Number: \_\_\_\_\_

CNS Number: \_\_\_\_\_

*(Not sure of the CNS number? Visit <https://coursetransfer.northcarolina.edu/cns-download> to download the CNS List).*

Course Description:

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**Section C**

**Explanation**

Please provide an explanation for the course exemption/deletion.

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**Section D**

**CAO Approval**

CAO approval is required for exemptions and deletions to the [UNC Common Numbering System Course List](#). Please ask your CAO to review the exemption/deletion request and complete the following fields.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_