

## COLORADO COMMUNITY COLLEGE SYSTEM

### SYSTEM PRESIDENT'S PROCEDURE

#### COMMUNITY COLLEGE COURSE NUMBERING SYSTEM

SP 9-71

Effective: July 1, 2001  
Retitled: August 25, 2001

References:

CRS 23-1-125  
CRS 23-1-108.5

Approved:

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Joe D. May, System President

#### Scope

This procedure applies to the state system of community colleges.

#### Basis

This procedure facilitates student transfers and articulation between community colleges and to local district community/junior colleges and 4-year colleges and universities. It establishes a common course numbering for all credit courses offered by community colleges. Common course numbering is designed to eliminate unnecessary duplication of instruction, cost and delay in the attainment of educational objectives.

#### I. Establishment of Community College Course Numbering System

A. All courses that have common competencies shall have the same prefix, course number, course title, course description, credit, co-requisites or prerequisites, course competencies and topical outline. Pre-requisites and co-requisites will be the same for any college offering a given course.

B. Beginning in the 2001-2002 academic year, all "for credit" courses offered by community colleges shall be evaluated, numbered and approved using the Colorado Community College Course Numbering and Competency System ("CCCNS"). No "for credit" course shall be offered by a community college unless it is contained in the CCCNS database.

C. Community colleges will accept for transfer all courses contained in the Official CCCNS Database.

D. The System Office of Curriculum and Instruction, under the direction of the Vice President for Educational Services, shall maintain a database of all approved, commonly numbered courses offered by community colleges and shall be responsible for all additions, deletions, and modifications to this database. This database will include a Proposed Course Database (containing courses approved only by the community college, which are maintained in this database for up to one year) and an Official Course Database (containing fully approved, commonly numbered courses).

II. Approval Process for Entering Courses in the CCCNS Courses approved pursuant to the approval process below will be entered into the CCCNS.

A. The right to propose a course resides at the local college level. Faculty from the college proposing a new course, as the content experts, shall be involved in decisions about the information described in Section IV. Before submitting a course proposal, the faculty will consult the CCCNS database and determine whether the course already exists. In relation to career and technical courses, the faculty will also consult with the System program managers. The faculty will then prepare a course proposal containing the information described in Section IV of this procedure.

i. The college's curriculum committee must approve a new course before it is forwarded for System review. Vice Presidents and Instructional Deans of each college will assure that CCCNS requirements are integrated with each campus's curriculum process.

ii. After a proposed course is approved by the college's curriculum committee, the college notifies the System Office of Curriculum and Instruction, which enters the course into the CCCNS Proposed Course Database. Courses entered in the Proposed Course Database can be offered immediately. Courses can remain in the Proposed Course Database for up to one year. If a course has not been approved by the System Vice President for Instructional Services within one year of first submission, it will be removed from the Proposed Course Database and can no longer be offered.

B. The course proposal is then reviewed, as appropriate, by the System Faculty Transfer Curriculum Committee (FTCC) (for general education transfer courses) or the Career and Technical Education Curriculum Committee (CTECC) (for career and technical courses). In addition, all course proposals are reviewed by a group consisting of the chair in the relevant discipline from each college. On a monthly basis, the FTCC, CTECC and the specific discipline chairs review and recommend courses to the Instructional Services Council for inclusion in the Official Course Database. The reviewing group will notify the college of its action. If any of these reviewing groups recommends that the course proposal not be approved, the course

proposal is returned to the college within one month for possible revision and resubmission. In addition, the reviewing group will provide an informational report to the Instructional Services Council regarding any course proposals not recommended for approval.

C. The Instructional Services Council reviews and recommends courses for inclusion in the Official Course Database to the System Vice President for Educational Services. If the Instructional Services Council recommends that the course proposal not be approved, the course proposal is returned to the community college within one month for possible revision and resubmission.

D. The System Vice President for Educational Services determines whether a proposed course will be included in the Official Course Database within CCCNS. If the course is approved, the System Vice President for Educational Services directs the System Office of Curriculum and Instruction to remove the course from the Proposed Course Database and enter it into the Official Course Database. If the proposed course is not approved, the System Vice President for Educational Services notifies the college proposing the course and returns the course proposal to the college within one month for possible revision and resubmission.

### III. Procedure for Offering Courses Listed in CCCNS Official Course Database

If a college wishes to offer a course already listed in the CCCNS Official Course Database, it must do the following:

- A. Obtain the approval of its curriculum committee.
- B. Notify the Office of Curriculum and Development of the offering.
- C. Offer the course as it exists in the Official Course Database.

### IV. Course Information Contained in CCCNS Database

The CCCNS Databases (Proposed Course Database and Official Course Database) shall include the following information regarding each course:

- A. A unique three-letter prefix
- B. A three-digit number
- C. A unique title
- D. A description of the course and its content
- E. A credit award
- F. An identification of pre- or co-requisites  
Pre-requisites and co-requisites will be the same for any college offering a given course; the word "None" shall mean no prerequisite or co-requisite is required; "Specific Course(s) or Placement Score OR Admission to a Program" information shall be used to indicate pre-requisite or co-requisites for a given CCCNS course. No other designations will be used.
- G. A listing of competencies

- H. A course content outline
- I. A list of community colleges offering the course in Colorado
- J. A list of Colorado 4-year colleges and universities to which the course transfers
- K. Types of delivery by institution (e.g., classroom, self-paced, internet)

V. Faculty in each discipline shall review courses in the Official Course Database at least annually and forward recommendations to the Instructional Services Council and the Office of Curriculum and Instruction.