

Common Course Numbering (CCN) Policy

- Office of Instruction will create the course outline of record (COR) in CurrlQunet to match Part 1 content (identical and required) from CCN template
- Any Part 2 content (optional) must be essential for articulation/accreditation
- Student-facing communication may also be added to the course description by the Office of Instruction, such as C-ID designation, grading policy, repeatability, and open entry/open exit
- Any additional content the department wants to include should be incorporated in the syllabus

Procedure

- Scheduling Center will:
 - Create the COR update in CurrlQunet and load in all Part 1 (identical and required) information
 - Evenly distribute COR content hours for the unit titles
 - Email COR to Department Chair for review
- Department Chair will:
 - Review hours in unit titles section and add accreditation content as needed
 - Work with Articulation Officer to determine if any articulation content needs to be added
- Articulation Officer will:
 - Review content added to Part 2 (optional)
 - Email reviewed content to Scheduling Center for input into CurrlQunet
- Tech Review will:
 - Review final content of COR to assess for technical revisions
 - Send forward to Curriculum Committee for approval
- Scheduling Center will:
 - Process the final course outline
 - Add to Curriculum Committee agenda