



## 2024 Revised Common Course Numbering Framework

The following information was created by the 2024 Systems and Operations Subcommittee. These guidelines were approved by Transfer Council at the April 18, 2024 Transfer Council meeting and represent an update to [the original](#) Common Course Numbering (CCN) framework. The CCN framework provides guidelines for aligning course subject, subject code, course number and credits, course description, title, and course learning outcomes, which are included in CCN as per [Senate Bill \(SB\) 233](#) and the [CCN Faculty Subcommittee Charge](#) (approved by Transfer Council).

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Recommendation for Framework		Vote
Course Designator	<p>There must be a common course designator.</p> <p>The designator shall be Z (capitalized), and the Z shall be in the final position in the course number field, with no spaces (for example Math 111Z or Math 111HZ).</p>	<p>Revised Framework approved March 14, 2024. VOTE: Y:13 N:0 A:1 APPROVED</p>
Subject	<p>Subjects must match, whenever feasible.</p> <p>Faculty subcommittees shall decide upon a common subject (such as History) as part of their recommendations to the Transfer Council.</p> <p>If a faculty subcommittee cannot come to agreement on a common subject, the faculty subcommittee shall consult with the Systems and Operations Subcommittee before requesting an exception from the Transfer Council.</p>	
Subject Code (Prefix)	<p>Subject codes (prefixes) must match, whenever feasible.</p> <p>Existing subject codes may be retained even if they are abbreviated differently (for example, HIST and HST are both allowable).</p> <p>When an institution begins to offer CCN courses in a new subject or revises existing courses to align subjects, institutions should select the subject code used most across the State.</p> <p><i>*See the <a href="#">August 11, 2022 Memo</a> for rationale.</i></p>	
Course Number	<p>The course number (such as 111Z) must match.</p> <p>Existing course numbers may need to be changed, to achieve matching course numbers.</p>	
Course Credit	<p>As per the <a href="#">CCN OARs (715-025-0075)</a>, “any course for which a CCNAP is developed must be the same number of credits at each institution. If a CCNAP is developed that is greater than the least number of credits currently awarded for the course governed by the proposed CCNAP, the subcommittee must provide justification to the Council so that it can consider the issue at the time of adoption.”</p>	
Course Description	<p>Course descriptions must match the baseline course description as approved by faculty subcommittees. Institutions may make</p>	

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	<p>minor adjustments and additions to course descriptions as described below:</p> <ul style="list-style-type: none"> <li>• Stylistic nuances that do not change the meaning of the description, based on institutional guidelines</li> <li>• Course requisites</li> <li>• Other housekeeping items</li> </ul> <p>Examples of Writing 121Z course descriptions:</p> <p><b>Approved baseline course description</b></p> <p>WR 121Z engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibly and collaboratively throughout their writing and inquiry processes.</p> <p><b>Approved baseline course description with minor adjustments and additions (showing added course requisites and housekeeping items)</b></p> <p>WR 121Z engages students in the study and practice of critical thinking, reading, and writing. The course focuses on analyzing and composing across varied rhetorical situations and in multiple genres. Students will apply key rhetorical concepts flexibly and collaboratively throughout their writing and inquiry processes. Previously WR 121.</p> <p>Prereq: SAT Reading or SAT Writing score below 37, or ACT verbal score below 32, or equivalent.</p>	
Course Learning Outcomes	<p>Course learning outcomes must match the baseline course learning outcomes as approved by faculty subcommittees.</p> <p>Institutions may make minor adjustments and additions to course learning outcomes as described below:</p> <p>Stylistic nuances that do not change the meaning of the course learning outcomes, based on institutional guidelines.</p> <ul style="list-style-type: none"> <li>• Substantive additional statements that summarize any local course learning outcomes, assuming they are less than 25% of the course learning outcomes or no more than one additional learning outcome.</li> <li>• Additional learning outcomes specific to categorical institutional requirements such as information literacy or general education are allowed and are not counted in the 25% or one additional course learning outcome noted above, as they are not outcomes specific to only one course.</li> </ul> <p>Examples of Writing 121Z course learning outcomes:</p> <p><b>Approved baseline course learning outcomes</b></p> <ol style="list-style-type: none"> <li>1. Apply rhetorical concepts through analyzing and</li> </ol>	

	<p>composing a variety of texts.</p> <ol style="list-style-type: none"> <li>Engage texts critically, ethically, and strategically to support writing goals.</li> <li>Develop flexible composing, revising, and editing strategies for a variety of purposes, audiences, writing situations, and genres.</li> <li>Reflect on knowledge and skills developed in this course and their potential applications in other writing contexts.</li> </ol> <p><b>Approved baseline course learning outcomes with minor adjustments and additions (showing stylistic nuances and a categorical institutional requirement)</b></p> <p>Upon successful completion of this course, students should be able to:</p> <ol style="list-style-type: none"> <li>apply rhetorical concepts through analyzing and composing a variety of texts; (WR1)(WR3)(CCN)</li> <li>engage texts critically, ethically, and strategically to support writing goals;(WR1)(IL2)(IL4)(CCN)</li> <li>identify and apply some basic elements of information literacy and critical thinking such as locating and analyzing sources, evaluating evidence, and answering objections;(WR1)(WR2)(IL1)(IL2)(IL3)(IL4)(IL5)</li> <li>develop flexible composing, revising, and editing strategies for a variety of purposes, audiences, writing situations, and genres;(WR1)(CCN)</li> <li>reflect on knowledge and skills developed in this course and their potential applications in other writing contexts. (WR1)(WR3)(CCN)</li> </ol>	
Course Title	<p>Course titles must match the course title as approved by the faculty subcommittee. Some institutional stylistic nuances are allowed.</p> <p>The course title will not be the required primary designator for the common course numbering system courses.</p> <p>Examples of course titles:</p> <ul style="list-style-type: none"> <li>MTH 111Z <ul style="list-style-type: none"> <li>Precalculus I: Functions (approved title)</li> <li>Precalculus I - Functions (with institutional stylistic nuance)</li> </ul> </li> <li>WR 121Z <ul style="list-style-type: none"> <li>Composition I (approved title)</li> <li>Composition I*GTW (with institutional stylistic nuance)</li> </ul> </li> </ul> <p><i>*See the <a href="#">August 11, 2022 Memo</a> for additional information.</i></p>	