**Common Course Numbering Additions and Changes Form**

(V21 Effective November 1, 2016)

**Nevada System of Higher Education ~ Department of Academic and Student Affairs**

**INSTRUCTIONS**

1. This form must be completed for additions of all undergraduate courses, as well as changes to existing course prefixes, numbers, titles, and/or credits. This form will also be used for transfer status and updating the course taxonomy/CIP codes.
2. The course syllabus or course outline with student learning outcomes must be attached to this form.  This form must be submitted through your institutional campus representative. ***All institutions must be notified of proposed course additions and changes.***
3. Additions or changes submitted with this form may not be reflected in class schedules or catalogs until this form has been completed, submitted to System Administration, and the institution has received notification that the form has been accepted.
4. If needed, you may search the Common Course Numbering database here: <https://www.nevada.edu/ir/CCN.php?p=srch_ccn>

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| --- | --- | --- | --- |
| Date |  | Submitter Name |  |
| Institution |  | Submitter Email |  |

**COURSE INFORMATION**Enter the new or changed course information for the course under review:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Prefix |  | Number |  | Title |  | Credits |  |

Here is a link to the current undergraduate prefixes in use: <https://www.nevada.edu/ir/CCN.php?p=ccn_prefixes>

1) Please check the appropriate selection for this proposed change.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | This course already exists in the database. We are aligning our prefix, number, title and credits to match. | | | | | | | | |
|  | This is a brand new course. The prefix/number and title do not exist in the database. | | | | | | | | |
|  | This course already exists in the database. We are changing either the prefix, number, title, and/or credits. Please enter current course information below: | | | | | | | | |
|  | | Prefix |  | Number |  | Title |  | Credits |  |

**Please note:** all new prefixes should be approved by the System Office. If you have not already done this, please email a request to [janet\_stake@nshe.nevada.edu](mailto:janet_stake@nshe.nevada.edu?subject=New%20Prefix%20Check). You will need to include the anticipated CIP code along with this request.

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| --- | --- | --- | --- |
|  | Yes |  | No |

2a) **Cross-Listed Course:** Is this a new course that will be cross-listed with an existing course?

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Prefix |  | Number |  | Title |  | Credits |  |

If yes, please list the original course information.

**Please note**: for cross-listed courses, the prefix and number can differ but the title, credits, and content should be the same. The original course information must be retained in your institutional catalog.2b) **Course Prerequisites:** Prerequisites are not required to match among commonly numbered courses. The information below is to assist the other institutions in evaluating whether or not the new course is comparable. Does this course have prerequisites?

|  |  |  |
| --- | --- | --- |
|  | No, there are no prerequisites for this course | |
|  | Yes, the prerequisites are: |  |

**Course Transfer Status**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

3a) Do you intend for this course to be transferable to the NSHE universities/state college?

|  |  |  |  |
| --- | --- | --- | --- |
|  | Yes |  | No |

3b) If yes, have you received confirmation of transfer status?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | Unsure |

4) Will this course become a required course for a major program, which may necessitate changes to transfer agreements? If yes, please advise your advisors and/or transfer specialists so they may make adjustments accordingly.

**NOTIFICATIONS AND RESPONSES**

In order for a course to be assigned a common course number, all institutions that offer the discipline in which the proposed course resides must agree that at least 80% of the content of the proposed course is common based on a review of current and pending courses within the NSHE. ***Every institution must be contacted for feedback.***  
In the space below, record the information regarding the institutional contacts notified about this change and the response status. The point of contact noted must be the academic administrator over the discipline at each institution or the registrar or institutional designee if there is no academic administrator for the discipline. Under each institutional section, please indicate the response. Any objection or “No” response should be worked out among the academic administrators prior to submission. Any form submitted with a “No” response may be referred to the System-Wide CCN Steering Committee for review. Please attach copies of the response emails. Here is a link to the Chairs List: <https://www.nevada.edu/ir/CCN.php?p=ccn_div_chairs> and the Registrars List <https://www.nevada.edu/ir/CCN.php?p=ccn_registrars> .

**NOTE:** If a response is not received from an institutional contact within 10 business days of sending the notification, the response will be assumed “Yes the course is common/no objections to the course”. If the responding institution also offers the same course, by indicating “Yes” or by not responding, they are ***agreeing to make the same changes*** to their course. NOTE: the 10 business day response time is not applicable May 15 – August 15 and December 15 – January 20. If the response deadline falls within these periods, the notification timeframe is extended to 10 business days after August 15/January 20. To avoid lost notifications, it is advised to wait to send notifications until faculty return for the new term).  
If you have any questions regarding common course numbering procedures or the completion of this form, please contact Janet Stake at the System Office [janet\_stake@nshe.nevada.edu](mailto:janet_stake@nshe.nevada.edu) or 775-784-3445. Completed forms, syllabi/outline, and email responses may be sent to Janet via email, fax (775-784-1127) or mailed to: Nevada System of Higher Education, Academic and Student Affairs, 2601 Enterprise Road, Reno, NV 89512.

|  |  |
| --- | --- |
| Date Notifications Sent |  |

**UNLV**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Contact Email |  |

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| --- | --- | --- | --- | --- | --- |
| **Response from UNLV**  **Check one:** |  | Yes, UNLV has no objection to the proposed course. |  | No Response Received | |
|  | No, UNLV offers this course but the content is less than 80% common. |  | | |
|  | No, this course significantly overlaps another course offered at UNLV | List overlapping course: | |  |

**UNR**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Contact Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Response from UNR**  **Check one:** |  | Yes, UNR has no objection to the proposed course. |  | No Response Received | |
|  | No, UNR offers this course but the content is less than 80% common. |  | | |
|  | No, this course significantly overlaps another course offered at UNR | List overlapping course: | |  |

**NSC**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Contact Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Response from NSC**  **Check one:** |  | Yes, NSC has no objection to the proposed course. |  | No Response Received | |
|  | No, NSC offers this course but the content is less than 80% common. |  | | |
|  | No, this course significantly overlaps another course offered at NSC | List overlapping course: | |  |

**CSN**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Contact Email |  |

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| **Response from CSN**  **Check one:** |  | Yes, CSN has no objection to the proposed course. |  | No Response Received | |
|  | No, CSN offers this course but the content is less than 80% common. |  | | |
|  | No, this course significantly overlaps another course offered at CSN | List overlapping course: | |  |

**GBC**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Contact Email |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Response from GBC**  **Check one:** |  | Yes, GBC has no objection to the proposed course. |  | No Response Received | |
|  | No, GBC offers this course but the content is less than 80% common. |  | | |
|  | No, this course significantly overlaps another course offered at GBC | List overlapping course: | |  |

**TMCC**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Contact Email |  |

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| --- | --- | --- | --- | --- | --- |
| **Response from TMCC**  **Check one:** |  | Yes, TMCC has no objection to the proposed course. |  | No Response Received | |
|  | No, TMCC offers this course but the content is less than 80% common. |  | | |
|  | No, this course significantly overlaps another course offered at TMCC | List overlapping course: | |  |

**WNC**

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name |  | Contact Email |  |

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| --- | --- | --- | --- | --- | --- |
| **Response from WNC**  **Check one:** |  | Yes, WNC has no objection to the proposed course. |  | No Response Received | |
|  | No, WNC offers this course but the content is less than 80% common. |  | | |
|  | No, this course significantly overlaps another course offered at WNC | List overlapping course: | |  |

**Institutional Curriculum Committee Approval** (this section required only if the submitter listed on page 1 is someone other than the designated institutional curriculum representative)

Signature below indicates approval (name may be typed for digital submissions):

Registrar, Curriculum Chair, or Designee

|  |  |
| --- | --- |
| If this submission is for a new prefix that was not previously checked by the System Office, indicate the 4-digit CIP code here |  |

You can check the CIP codes in the course taxonomy at: <https://www.nevada.edu/ir/Documents/Formula_Funding/Main_Page/NSHE_Course_Taxonomy_2014_15.pdf>.

**FOR SYSTEM USE ONLY:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date Received |  | Referred to System-wide CCN Steering Committee? | |  | No |  | | Yes |
| Date Entered DB |  | Date Campus Contact Notified |  | Completed Initials | | |  | |
| NOTES: | | | | | | | | |