

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

Date		Submitter Name	
Institution		Submitter Email	

COURSE INFORMATION

Enter the new or changed course information for the course under review:

Prefix		Number		Title		Credits	
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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. You will need to include the anticipated CIP code along with this request.

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

	Yes		No	
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If yes, please list the original course information.

Prefix		Number		Title		Credits	
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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

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

	Yes		No
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3b) If yes, have you received confirmation of transfer status?

	Yes		No
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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.

	Yes		No		Unsure
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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 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	
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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	
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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	
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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	
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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:	<input type="checkbox"/>	Yes, WNC has no objection to the proposed course.	<input type="checkbox"/>	No Response Received
	<input type="checkbox"/>	No, WNC offers this course but the content is less than 80% common.		
	<input type="checkbox"/>	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	
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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?	<input type="checkbox"/>	No	<input type="checkbox"/>	Yes
Date Entered DB		Date Campus Contact Notified		Completed Initials		

NOTES: