

BOARD OF REGENTS  
BRIEFING PAPER  
***Handbook Revision: Course Numbering and Identification***

**BACKGROUND & POLICY CONTEXT OF ISSUE:**

Under current Board policy (*Title 4, Chapter 14, Section 14*), community colleges are given the option to use a “B” as part of the course number to designate a course as non-transferable to an NSHE four year bachelor’s degree program. While use of the “B” designator is optional, providing students and advisors with information regarding transferability of courses facilitates transfer and completion of a bachelor’s degree. Using Peoplesoft functionality, course attributes allow the colleges to designate that a course is not transferable to a NSHE bachelor’s degree or that it is transferable only to a BAS degree. This course attribute can be displayed on the course schedule to make course selection and advisement simple for those students who intend to transfer to a NSHE four year institution. Staff recommends amending Board policy to provide that non-transferrable courses and courses that are transferable for a BAS degree only must be appropriately identified for students and advisors during the registration process.

**SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

Amend Title 4, Chapter 14, Section 14, to provide that within a college’s information system, non-transferrable courses and courses that are transferable for a bachelor’s of applied science degree only must be appropriately identified for students and advisors during the registration process. (See attached Policy Proposal.)

**IMPETUS (WHY NOW?):**

Peoplesoft provides functionality not available in the current student information system. Utilizing this functionality provides NSHE institutions the opportunity to improve service to students. Making the transferability of courses easily available to students and advisors facilitates transfer to a NSHE four year institution and subsequent completion of a bachelor’s degree.

**BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

- Current use of the “B” designator is optional and not used by at least one community college.
- Providing course transferability on the course schedule at the time when students choose their courses will facilitate transfer and bachelor’s degree completion.

**POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

Additional setup of the course attribute is necessary for those courses which are not transferable.

**ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:**

Continue to use the optional “B” designator and not use course attributes.

**COMPLIANCE WITH BOARD POLICY:**

- Consistent With Current Board Policy: Title # \_\_\_\_\_ Chapter # \_\_\_\_\_ Section # \_\_\_\_\_
- Amends Current Board Policy: *Title 4, Chapter 14, Section 14*
- Amends Current Procedures & Guidelines Manual: Chapter # \_\_\_\_\_ Section # \_\_\_\_\_
- Other: \_\_\_\_\_
- Fiscal Impact: Yes \_\_\_\_\_ No  \_\_\_\_\_  
Explain: \_\_\_\_\_

**POLICY PROPOSAL**  
**TITLE 4, CHAPTER 14, SECTION 14**  
**Course Numbering**

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

**Section 14. Course Numbering**

1. All undergraduate courses in the NSHE must be common course numbered with equivalent courses offered throughout the System. To be assigned a new and unique course number at least 20 percent of the proposed course content must be unique and not found in a current or pending course within the NSHE.

Any additions or changes to undergraduate course prefixes, numbers, titles, and/or credits must follow the procedures established by the Vice Chancellor of Academic and Student Affairs and may not be included in class schedules or catalogs until written approval is received from the Department of Academic and Student Affairs.

2. An NSHE transfer guide or common course numbering master file shall be maintained by the Office of the Chancellor and published on the Web.
3. Each NSHE institution shall list and update the requirements for each program leading to the bachelor's degree and publicize these requirements for use by all other institutions in the state.
4. Each NSHE institution shall include in its official catalog of undergraduate courses a section stating all lower-division prerequisites for each upper-division specialization or major program.
5. A system-wide course numbering rubric for all institutions shall be maintained so that baccalaureate transfer courses are clearly identified for student reference prior to registration under the following general course numbering parameters:

- |    |                                |         |
|----|--------------------------------|---------|
| a. | Remedial/developmental courses | 001-099 |
| b. | Lower-division courses         | 100-299 |
| c. | Upper-division courses         | 300-499 |
| d. | State college graduate courses | 500-699 |
| e. | University graduate courses    | 500-799 |

6. [~~Community colleges may utilize a B suffix for course numbers to alert students that the course may be non-transferable for a NSHE baccalaureate degree.~~] Course selection for students who plan to seek a baccalaureate degree *at another NSHE institution* shall be based on degree requirements published pursuant to subsection 3 and the governing course catalog *of that institution*.
7. *Community colleges may utilize a B suffix for course numbers to alert students that the course may be non-transferable for a NSHE baccalaureate degree.*
8. *Within the college's information system, non-transferrable courses and courses that are transferable for a bachelor's of applied science degree only must be appropriately identified for students and advisors during the registration process.*