

Common Course Numbering (CCN) Revision Process and Timeline

Updated May 5, 2023

Revisions

Faculty, Deans, or others in the CTC community may wish to revise the current CCN list. Revisions may include additions, inactivations, or modifications. All revisions are proposed through your college's Articulation and Transfer Council (ATC) member.

Additions

Course additions to the CCN list must meet one or more of the following criteria:

- Commonly structured in the discipline
- Offered at multiple colleges across the system
- Part of a statewide articulated Major Related Program (MRP) agreement
- Included in a general education distribution area or unrestricted electives
- Recently added to the curriculum and meet one or more of the above criteria

Inactivations

Course inactivations (removals from the active CCN list) may occur for one or more of the following reasons:

- No longer offered at any college in the system for 3+ years
- Significant variation exists in the curriculum at different colleges (i.e., local curriculum revision needs have led the course to become "un-common")
- Replaced by a different common course or sequence of courses

Modifications

Course modifications can include revisions to prefix, number, title, credits, and course notes. Modifications may occur for one or more of the following reasons:

- Improved transferability
- Alignment with broader discipline changes
- To address a problem with the current listing

CCN Revision Consideration Cycle

The full process from proposal to implementation of a revision to the CCN list take two years as described below. The deadline to submit a revision is October 15 of each year. If approved, the revision will go into effect summer of the subsequent year.

Revision submissions should be made to the CCN Standing Committee of Articulation and Transfer Council (ATC) via your college's ATC member, using the CCN Revision Proposal Form [\[add hyperlink\]](#).

- **Prior Spring Quarter:** In spring of the prior year, ATC members will notify their college communities of the deadline (October 15) for submission of proposed changes to the common course numbering (CCN) list.
- **Fall ATC Meeting:** The CCN Subcommittee of ATC will compile and review the proposed revisions submitted for that year and present them to the ATC membership. A broader review process is initiated for each proposed revision, the scope of which may vary based on the revision.
- **Winter Quarter:** The broader review process occurs, including input from each college and the appropriate faculty and other stakeholders. This process is guided by a form sent to the ATC members to be completed by

each college representative prior to the Spring ATC meeting. A work group made up of faculty, deans, and other stakeholders may be formed if the revision requires more in-depth research and discussion.

- Spring ATC Meeting: Results of the review process are presented to ATC. ATC votes to recommend to IC the proposed revisions to the CCN list.
- Fall Instruction Commission (IC) Meeting: Final approval of the revision to the CCN list, effective the coming summer quarter.