

## POLICIES AND PROCEDURES

Subject: Course Numbers Reference: B-V

Source: Vice President, Instruction Eff. Date: September 24, 2018

Approval Auth: President Approved: \_\_\_\_\_

Remarks: Replaces previous policy dated April 11, 2011

Date: September 24, 2018

McLennan has adopted the Texas Common Course Numbering System to help students transfer general academic courses between colleges and universities throughout Texas. Common courses are freshman and sophomore academic credit courses identified as common by institutions that are members of the Common Course Numbering System.

The Common Course number has a standardized four-letter prefix followed by a four-digit number. The four-letter prefix identifies the subject area.

The first digit identifies the course as either freshman level (1) or sophomore level (2). The second digit identifies the number of credit hours students earn upon completing the course. Usually this digit will be 1, 2, 3, or 4. The final two digits establish the sequence in which courses are often taken. For example, ENGL 1301 is taken before ENGL 1302. Both 1301 and 1302 are freshman-level courses with a semester credit-hour value of three hours each. Courses that begin with a 0 are developmental (not college-level) and do not count toward graduation, nor are grades for those courses included in computation of college-level grade point averages.

If a course does not have a Common Course number, it does not suggest that the course will not transfer or meet degree requirements. For example, any number of Visual and Performing Arts credits may satisfy degree requirements at most colleges, while only one course will have the Common Course number that refers to Survey of Art History, Music Appreciation, or Theatre Appreciation.

Each college or university will continue to offer a wide variety of unique courses meant to primarily satisfy degree requirements in their respective programs. These courses may also be identified with Common Course numbers. In such cases, students may need to seek further assistance in planning their transfer program.