CCN Database COURSE/OFFERING Change Form
Nevada System of Higher Education ~ Department of Academic and Student Affairs
(V2 Effective August 1, 2024)

INSTRUCTIONS

1. This form must be completed for all undergraduate course changes to existing courses and adding or removing institutional course offerings. If you want to submit a NEW course, please use the NEW course form. ***All institutions must be notified of proposed course or offering changes.***
2. For final submission after the notification process and all curricular approvals at the institution have been completed, submit this form along with the course syllabus or course outline with student learning outcomes through your institutional campus representative.
3. Course offerings 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 change has been made to the CCN database.
4. It is recommended searching the Common Course Numbering database to check for existing courses: https://ir.nevada.edu/ccn.php

SECTION 1 ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬

SUBMITTER INFORMATION:

Date		Submitter Name	
Institution		Submitter Email	

COURSE INFORMATION

1a) Enter the proposed course information:

Prefix		Number		Title		Credits	

1b) 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. Go on to Section 2.

	We are deactivating/deleting this course from our institutional catalog/offerings. **STOP** – for deactivation/deletion, this form is complete and may be submitted. Notifications are not needed for deactivations/deletions.

	This course already exists in the database. We are changing either the prefix, number, title, credits and/or transfer status. Please enter the current course information below and go on to Section 2. For crosslisted courses, see note below.
Current course prefix:	Current course number:	Current course title:	Current course credits:

Please note: For crosslisted courses, the prefix and number can differ, but the title, credits, and content/description should be the same. When title, credits, and/or content/description change, all crosslisted courses must make the same changes. One form can be used for all crosslisted courses but separate notifications to the appropriate departments will be needed. The parent/original course information must be retained in your institutional catalog. Crosslisted courses are intra-institutional only. If another institution wishes to implement the crosslisted course, the parent course must be implemented first then additional crosslisted courses can be added.

SECTION 2

2a) **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 to an existing course. Does this course have prerequisites?

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

Course Transfer Status

All baccalaureate level courses are transferable to another NSHE institution at a minimum as general elective credit. (*Board of Regents Handbook*, Title 4, Chapter 14, Section 17.2).

2b) Is this a request to change the transfer status?

	Yes		No

2c) Will this change necessitate changes to any transfer agreements? If yes, please advise your advisors and/or transfer specialists so they may make adjustments accordingly.

	Yes		No		Unsure

SECTION 3 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 Articulation Coordinating Committee for review. Please attach copies of the response emails. Here is a link to the Chairs List: https://ir.nevada.edu/ccn.php?p=ccn_div_chairs and the Registrars List https://ir.nevada.edu/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 David Singleton, dsingleton@nshe.nevada.edu at the System Office . Completed forms, syllabi/outline, and email responses may be sent to David Singleton via email at dsingleton@nshe.nevada.edu .

Date Notifications Sent	

UNLV	Contact Name		Contact Email	

Response from UNLV Check one:		Yes, UNLV has no objection to the proposed course.		
		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:	
		No Response Received		

UNR	Contact Name		Contact Email	

Response from UNR Check one:		Yes, UNR has no objection to the proposed course.		
		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:	
		No Response Received		

NSU	Contact Name		Contact Email	

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

CSN	Contact Name		Contact Email	

Response from CSN Check one:		Yes, CSN has no objection to the proposed course.		
		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:	
		No Response Received		

GBC	Contact Name			Contact Email	

		Yes, GBC has no objection to the proposed course.		
Response from GBC Check one:		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:	
		No Response Received		

TMCC	Contact Name			Contact Email	

		Yes, TMCC has no objection to the proposed course.		
Response from TMCC Check one:		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:	
		No Response Received		

WNC	Contact Name			Contact Email	

		Yes, WNC has no objection to the proposed course.		
Response from WNC Check one:		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:	
		No Response Received		

Institutional Curriculum Committee Approval (signature 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

FINAL SUBMISSION/SYSTEM USE ONLY:

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