



# ACCREDITATION EVIDENCE

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# Wyoming Common Course Numbering



## Procedures Manual



University of Wyoming - Casper College - Central Wyoming College  
Eastern Wyoming College - Laramie County Community College  
Northern Wyoming Community College District - Northwest College  
Western Wyoming Community College  
Wyoming Community College Commission

January 2021

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## **PREFACE**

The Wyoming Common Course Numbering System (CCNS) is used to catalog post-secondary credit courses taught at Wyoming Community Colleges (CCs) and the University of Wyoming (UW). The CCNS governs the institutions' course modifications and facilitates course number coordination among CCs and UW. The primary goal for the numbering system is to facilitate student course transfer within the state with minimal loss of student time, resources, and credit. A secondary goal is to document course offerings by the community colleges, and UW to maintain equivalent course alignment by prefix, number and title and minimize duplication of offerings among the colleges.

The Wyoming Community College Commission (WCCC) was mandated, by the Wyoming Legislature, to coordinate and maintain the CCNS and procedures. This manual outlines joint procedures developed by the WCCC, the CCs, and UW.

## WYOMING COMMON COURSE NUMBERING SYSTEM COMMITTEE (CCNSC)

The Wyoming Common Course Numbering System Committee (CCNSC) is composed of the course coordinators from each of the seven Wyoming community colleges, the Registrar at UW, and the Education Programs Manager from the WCCC staff. The committee's function is to maintain and utilize protocols for establishing course equivalency and periodically review procedures for maintaining the Wyoming Common Course Numbering System.

The committee will meet bi-monthly, or less as directed by number of requests. Any recommendation for significant changes in these procedures will be forwarded to the Wyoming Academic Affairs Council (AAC) for their review and approval.

Committee membership as of January 2021:

- Casper College
  - Central Wyoming College
  - Eastern Wyoming College
  - Laramie County Community College
  - Northwest College
  - Northern Wyoming CCD
  - University of Wyoming
  - Western Wyoming Community College
  - Wyoming Community College Commission
- Tracie Bopp - Executive Assistant  
Kristin Wallage - Student Records Specialist  
Lynn Wamboldt - Administrative Specialist  
Madelynn Wostrel - Executive Admin.Assistant  
Greg Thomas - Dean of Student Learning  
Christina Rigdon, Registrar  
Kwanna King, University Registrar  
Jen Griffin - Registration & Records Asst  
Nicole Anderson - Education Programs Manager

### DEFINITIONS

**Academic Affairs Council** – is recognized as the principal source of policy advisement to the Executive Council on system-wide matters related to academics and academic support services including: curriculum and program content, structure and standards, classification of courses, including Levels of Instruction and Distance Education, assessment, articulation, and other issues delegated to the Academic Affairs Council by the Executive Council. Chief academic officers are viewed as both institutional leaders and faculty and student representatives in the consultation structure. [WCCC Policy on Consultation 03/07/17](#)

**Academic Transfer Course (also known as General Elective and/or Transfer Course)**- Is typically a community college credit course with a 1000-1499, 2000-2499, 3000-3499, 4000-4499 number, that transfers to a four-year, baccalaureate degree granting institution. These courses are not usually classified as an occupational or developmental education courses.

**Articulated Course:** A course that has been discussed through articulation that has been determined to transfer from at least one college to another for credit.

**Articulation** – The meeting, communication, and collaboration among the Wyoming community colleges and the University of Wyoming to facilitate student transfer between and among the institutions.

**Career Technical Education (CTE) Course** – Is typically a community college credit course with 1500-1999 and 2500-2999 numbers, that does not transfer to a four-year, baccalaureate degree granting institution.

**Central Station Instance (CSI)**- A reporting layer of the platform that sits on top of a data warehouse that contains data from all seven community colleges, UW, the National Student Clearinghouse, Department of Workforce Services and Wyoming Department of Education.

**Common Course** - Community college credit courses numbered 010-999, 1000-1999 or 2000-2999 that are offered by least two Wyoming Community Colleges or are numbered 1000-1499 or 2000-2499 are offered by UW and at least one Wyoming community college.

**Course Coordinator** – The person at each community college and UW who is the contact for the Wyoming common course numbering system.

**Course Designation** - The identification of a course as either an academic transfer course or CTE course.

**Course Description** - The concise narrative explanation of course content, as found in a college's course catalog

**Course Modification** - a course in which the prefix, number or title is requested to change. A course in which the content or outcomes will change should also be considered a modified course so the course can still be run through the process for equivalency with other courses.

**Course Name** - The title of the course as per the college requesting the new course or as per decision during alignment discussion

**Course Number** - A three or four digit number, noted following the course prefix, used in the Wyoming Common Course Numbering System to identify the course level and distinguish it from other courses in the same prefix

**Credit Course** – Courses that recognize the attendance and/or performance in an instructional activity (course or program) that can be applied by a student to requirements for a degree, diploma or certificate. ([WCCC Rules 012017](#))

**Deactivated/Inactive Course** - A course which is no longer in a college or university catalog (cold storage) nor is currently being offered. The course number and description are retained and the course could be reactivated at a later date.

**Developmental Education/Remedial Courses** – Courses numbered 010-999 are offered to prepare students with skills needed to successfully complete college level courses. These courses normally are not degree or certificate requirements nor do they transfer.

**Equivalent Course** – A common course, offered for credit, that is approved by a UW department head by the CCNSC as having at least 80 percent similar content and outcomes to a course offered at another collegent and fulfills the same requirements as a UW course. An equivalent course may also be a course approved by a UW department head as having similar content and fulfilling the same requirements as a UW course. Faculty are often consulted to determine equivalency. Career and technical education courses transferred between Wyoming Community Colleges will be evaluated by the receiving institution's Registrar for equivalency.

**General Elective and Transfer Course** – A 1000-1499 and 2000-2499 credit course which is generally accepted for transfer to a four year, baccalaureate degree granting institution. These courses are not usually classified as an occupational or developmental education courses.

**Level of Instruction (LOI)** – A statutory course weighting factor utilized in the community college funding allocation model (but not by UW), in which:

- A level one course is guided by an instructor through course material via classroom lecture, limited field trips, multimedia, textbook reading, written assignments and one-on-one tutorial wherein students rely on the instructor to lead the class and assign appropriate homework and tests based on class lecture;

- A level two course is taught in a laboratory setting, supplemented but not solely based on lecture, textbook reading, field trips, writing assignments and the use of multimedia;
- A level three course is highly technical and requires significant ancillary equipment. Level three classes incorporate all methods of instruction with the primary emphasis of instruction centering on equipment and hands-on experiences.
- A level four class means the same as the statutory definition of “distance education class.” Level one, two and three class sections are re-assigned to level four by recognition of specific instructional modalities identified by “schedule types” in the administrative computing system. Commission Rules, Chapter One. A “distance education class” means a class in which the instructor and a majority of students are physically separated by time or space, and a communications source other than face to face in class instruction is used to provide synchronous or asynchronous instruction. A class which qualifies as a distance education class shall not be considered a level one, level two or level three class. W.S. 21-18-102
- Primarily level of instruction for a course, should be set at the course level. When a course is offered via different modalities, the different LOI’s accordingly, should be set at the course section level.

**Prefix** – A three or four upper-case letter notation used in the Wyoming Common Course Numbering System that identifies a subject area. (four letter prefixes are the norm)

## PUBLICATIONS

### **Wyoming Community College/University of Wyoming Common Course List:**

This document contains the following information:

- Credit courses offered by at least one Wyoming college. If the equivalent course will be offered by any other colleges, alignment will always be the preference when possible.
- Course prefix, course number and course title, showing each college that offers that course and an explanation for alignment decisions, when applicable.
- Courses which have been discontinued by one or more colleges
- Level of instruction designations

Approved updates are regularly added as they occur.

**WyomingTransfer.Org:** This website allows students to explore the courses, programs, and services offered at Wyoming’s seven community colleges and the university in Wyoming. The site makes it possible for students to evaluate how the credits they have already earned may transfer or apply towards an educational program at another school.

## COMMON COURSE ALIGNMENT DESCRIPTION

The common course approval process is used when an institution intends to add or modify a credit course.

The common course alignment process is a procedure by which credit courses are examined for alignment, by prefix, number and title. This procedure facilitates the legislative mandate for common course numbering across Wyoming colleges. Every new or modified course a college proposes shall be communicated and evaluated through this process. The CCNSC will review each request. This process is crucial in maintaining the alignment of courses established in Wyoming colleges.

The common course alignment process includes examination of courses for equivalency. Only when courses are deemed to be equivalent, are common prefix, number and title sought. Courses which are not determined to be equivalent should not share prefix, number and title, when possible. This process does not request any changes be made to course content or outcomes, to promote equivalency. Only when courses are already determined to be equivalent, should alignment be sought. However, a college may choose to modify a course to promote equivalency.

This process does not include course articulation. Articulation involves the development of agreements to accept equivalent courses, for transfer, from college to college. It should not be assumed that courses found to be equivalent necessarily articulate. Articulation of courses should be sought, independently of this process, from college to college. Existing agreements may exist for courses or course articulation can be sought on individual course bases. Typically a college registrar may make a decision of articulation on lower level courses and while department heads may make this decision for upper level courses.

### RESERVED COURSE NUMBERS

**Academic Transfer Course Numbers:**

- 1000 - 1499 for freshman courses and
- 2000 - 2499 for sophomore courses
- 3000 - 3499 for junior level courses
- 4000 - 4499 for senior level courses

**Career-Technical Education Course Numbers:**

- 1500 - 1999 for freshman courses and
- 2500 - 2999 for sophomore courses

**Developmental Course Numbers** are 0010 - 0999

Course Type	Academic Transfer	CTE	*Level of Instruction (LOI)
Capstone Courses	1395, 2395	1895, 2895	1, 2, or 3
Field Studies	1460, 2460	1960, 2960	1, 2, or 3
Directed Studies/ Research Problems	1465, 2465	1965, 2965	1, 2, or 3
Internship/Practicum	1470, 2470	1970, 2970	2
Independent Studies	1475, 2475	1975, 2975	1, 2, or 3
Cooperative Work Experience	1480, 2480	1980, 2980	2
Seminar	1485, 2485	1985, 2985	1

Topics/Trial Courses	1490, 2490	1990, 2990	1, 2, or 3
Workshop	1495, 2495	1995, 2995	1, 2, or 3

## Wyoming Community College/University of Wyoming Course Proposal Process

In accordance with the Wyoming Common Course Numbering System and procedure manual, Wyoming community colleges shall use the below process to communicate credit-bearing course modifications or new course proposals to the CCNSC to ensure compliance with common course numbering standards and to ease student transferability.

When a CC curriculum approval process has been completed and a college has a request for a modified or new course, the information should be entered on the [Statewide Course Changes spreadsheet](#). Each college has a separate spreadsheet tab in which to enter his/her college's information. The information entered will be based on the type of request:

COURSE REQUEST TYPE	COLUMNS (A-R) TO COMPLETE ON SPREADSHEET
A course new to a college that is being requested as aligned by other colleges	Date; proposal type; prefix; number; name; credit hours; LOI; course description
A course new to a college that is thought to be new for all colleges	Date; proposal type; prefix; number; name; credit hours; LOI; course designation; course description
A modified course (prefix, number, title, content, outcomes, LOI)	Date; proposal type; current prefix; current number; current name; credit hours; LOI; either updated prefix, number, name, credit hours, or LOI; course designation; course description
Course inactivation/deletion	Date; proposal type; prefix; number; name

Bi-monthly, the CCNSC will meet via video conferencing to review each course proposal. Whenever possible, each course coordinator should review the course proposals prior to each conference for expediency during the conference. Any comments should be noted on each college's column (S-Z) of the [Statewide Course Changes spreadsheet](#). Review by each college should be based on the following:



COURSE REQUEST TYPE	NEEDED FROM COURSE COORDINATORS	NEEDED FROM WCCC PROGRAM MANAGER
A course new to a college that is being requested as aligned by other colleges	Assurance the prefix, number, name, credit hours (within 2), LOI and course description are equivalent to that colleges' course	Assurance the prefix, number, name, credit hours (within 2), LOI are equivalent with other colleges
A course new to a college that is thought to be new for all colleges	Research of college's existing courses to determine possible equivalency with an existing course. For UW, this review should include and note if the course is: <ul style="list-style-type: none"> <li>a. equivalent to a UW course (transferable to a UW department/college) and/or</li> <li>b. a UW elective and/or</li> <li>c. for inclusion as a University Studies course</li> <li>d. not transferable</li> </ul>	Research CSI for proposed prefix and number to ensure availability; research by course name for possible other equivalent courses; ensure reserved number used if applicable; notify course coordinator of any concern.
A modified course (prefix, number, title, content, outcomes, LOI)	Review modification proposal for any conflict found with current equivalent course at the college	Research CSI to ensure modification is appropriate per other college listings
Course inactivation/deletion	Informational only - no direct action needed	Note inactivation on master spreadsheet

During each video conference, each course proposal will be reviewed and any concerns noted will be discussed. Some examples of possible concern include:

- A college is already using a proposed prefix, number, or name
- The credit hours proposed are more than two credits different from existing equivalent courses
- The course description of a proposed aligned course is not equivalent with other existing courses
- Proposal includes prefix, number, name, that is not consistent with alignment
- Colleges are using more than one prefix for an equivalent course
- LOI is different between community colleges

Whenever possible, modifications will be made to proposals to bring them into alignment with previously aligned courses. To alleviate concerns that arise with alignment, any college may make modifications to remedy the issue. When modifications cannot be made to bring courses into alignment, these courses will be noted on the master spreadsheet as "unable to align". It should be noted, course content or outcomes do not need modification to bring them into alignment. Only equivalent courses, that are at least 80 percent equivalent in content and outcomes, should be aligned by prefix, number and title.

The common course numbering process does not address or guarantee a course will articulate to another college. Articulation of a course should be sought by a college directly to the other institution(s), outside of the common course alignment process.

When concerns or disagreements occur, regarding course equivalency, or matters arising from the process, the issue will be brought to the Academic Affairs Council for discussion with the Academic Affairs Vice Presidents.

The WCCC Education Programs Manager will record and notate all conferences and these will be accessible to the course coordinators via the Google Drive folder. This manager will also put brief and concise discussion results in Column AB of each course proposal discussed.

When the college has completed the course proposal modifications or new course additions, as determined by the CCNSC, the course coordinator will note the completed action in column AC of the spreadsheet.

STATUTE  
Senate Enrolled Act NO. 121  
LEGISLATURE OF THE STATE OF WYOMING  
1991 General Session

Agreements with boards or trustees of community colleges, school districts, junior colleges or university centers.

The University of Wyoming shall establish an accrediting committee which shall determine the credit to be granted by the University of Wyoming for work taken in community colleges or university centers. In addition, the university shall cooperate with the Wyoming community college commission in developing and maintaining a common course numbering system among community colleges and the university pursuant to W.S. 21-18-202 (a) (xvii).

21-18-202. Powers and duties of the commission.

(a) The commission shall:

(xvii) Develop and maintain a common course numbering system to improve articulation among the community colleges and among the community colleges and the University of Wyoming.

Section 4. University – community college relations.

(a) The community college commission and the University of Wyoming shall submit to the legislature not later than December 31, 1991, a plan for anticipating and resolving articulation problems, including maintenance of a common course numbering system.

(b) The University of Wyoming and the community college commission shall provide a report to the legislature not later than December 31, 1991, containing recommendations and a proposed work plan to:

(i) Assess the need for and feasibility of establishing appropriate joint degree programs between the university and the community colleges as indicated by the community needs assessment;

(ii) Continue to provide information to the community colleges regarding academic performance of students from those community colleges at the university.

(c) The University of Wyoming and the community college commission shall also recommend the structures of entities to ensure that the plans under subsections (a) and (b) of this section as well as in other areas in which the university and community colleges are required to collaborate are implemented.

Current Statute 21-18-202

Powers and duties of the commission.

(a) The commission shall perform the following general functions:

(vi) Develop and maintain a common transcript system that uses common course numbering for all courses provided at the community colleges or the University of Wyoming. The system shall facilitate program planning and the transfer of students and course credits between the community colleges and the University of Wyoming. The development and ongoing maintenance of the statewide course numbering system, including determining course equivalencies, shall be

accomplished with the assistance of appropriate committees that shall include faculty members and staff of the community colleges and the University of Wyoming.