

UNIVERSITY OF HAWAII

COMMUNITY COLLEGES POLICY

UHCCP #5.300 Course Numbering Convention

November 2013

I. Purpose

The purpose of the policy is to facilitate and promote transparency and standardization of course numbering across the University of Hawai'i Community Colleges.

II. Related University Policies

- A. UH Systemwide Executive Policy E 5.209 University of Hawai'i System Student Transfer and Inter-Campus Articulation
<http://www.hawaii.edu/apis/ep/e5/e5209.pdf>
- B. University of Hawai'i Community Colleges Policy 5.301 Common Course Numbering
<http://uhcc.hawaii.edu/OVPCC/policies/index.php>

III. Responsibilities

The Chancellor will ensure that courses offered by the college are numbered using the standard UH numbering convention.

IV. Procedures

New or revised courses following the effective date of this policy will use the following numbering convention:

- A. Courses numbered 1 – 99: are generally not transferable to a baccalaureate-level program. The receiving institution makes the determination of what is and is not transferable.
- B. Courses numbered 100 - 499: Within the UH system, credit for courses numbered 100 - 499 will transfer as baccalaureate-level credit. (Credit may not always be applicable to specific degree or program requirements).
- C. Courses with numbers ending in 99 (99, 199, 299, and 399): are reserved for special studies, directed reading or independent studies.
- D. Courses with numbers ending 97 or 98 (97, 197, 98, 198, 297, 298, 397, 398): are reserved for experimental courses. Experimental courses must be converted and assigned a non-experimental number within three years.

- E. Courses with numbers ending 93 (93, 193, 293, 393): are reserved for cooperative education.

V. Assessment of the Process

- A. At least once within a five-year cycle, all courses offered by the college will be reviewed to ensure compliance with the numbering convention and that revisions are made as required.
- B. The UHCC Associate Vice President Academic Affairs will schedule a review of this policy every five years or earlier if needed.