

# ***UNIVERSITY OF HAWAII***

## ***COMMUNITY COLLEGES POLICY***

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### **UHCCP #5.301 Common Course Numbering**

November 2013

#### **I. Purpose**

It should be clear to University of Hawai'i Community College (UHCC) students and stakeholders that UHCC courses that have been designated within the UHCC system to be equivalent (have been judged to have highly similar content such that two campuses treat the course as essentially the same course) will be identified with the same course number, alpha, and title. Conversely, courses that are not essentially the same shall be designated with different numbers, alphas, and titles.

#### **II. Related University Policies and Regulations**

- A. UH Systemwide Executive Policy, E5.209, 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 5.300 Course Numbering Convention  
<http://uhcc.hawaii.edu/OVPCC/policies/index.php>

#### **III. Responsibilities**

The Chancellor or designee will ensure that all courses offered by their respective college that share the same number and alpha within the UHCC system will have the same course title or be similar enough to convey that they are the same course.

#### **IV. Procedures**

- A. If a new course is adopted through the curriculum approval process and the course meets the commonality requirement with an existing course from another campus, the new course should be given the same course alpha, number, and title as the existing course.
- B. If a new course is adopted through the curriculum approval process and the course is not equivalent to an existing course at another campus, the new course shall not be given a course alpha and number identical to that of an existing course.

- C. Existing courses with the same course alpha and number that do not meet the commonality requirements will be re-identified using different course alpha, number, and title.
- D. Existing courses that are common but with different course alpha and number should be changed to reflect a common alpha and number.
- E. Courses that are officially cross-listed may have different course alpha and number to reflect the cross-listing but should be clearly designated as cross-listed.

**V. Assessment of the Process**

- A. At the start of each academic year (fall semester), UHCC Associate Vice President for Academic Affairs will provide a listing of all UHCC courses to the college Vice Chancellors for Academic Affairs for review and compliance with the policy.
- B. At least every five years, UHCC Associate Vice President for Academic Affairs will convene the UHCC Chief Academic Officers to review and evaluate the policy and the process as they contribute to student success, movement through the system, and transparency.