



Common Course Numbering

Background and Purpose

In 2023, the Transfer Governance Team developed a set of recommendations regarding the consideration and implementation of common course numbering (CCN). At that time, a set of transfer pathway programs were identified to pilot a common course numbering structure. In addition to that work, the NextGen Student project has identified a number of curricular structures that need to be in place for successful implementation of Workday in 2029. As a result of this work, focused on course subject prefixes and course number parameters, the Transfer team at Minnesota State was charged to develop a common course numbering taxonomy, identify additional pilot courses and pilot transfer pathways to move to a common course numbering structure.

The consideration and implementation of a common course numbering structure for the highest transferred courses within Minnesota State will allow for a more streamlined and transparent process for transfer of these courses across our college and universities with the goal of student retention and completion.

Common Course Numbering Schema

It is proposed to have four characters for the prefix and four digits for the course number with the fourth digit as the common course number identifier.

Example: ENGL1108 Composition 1

- Alpha Code: Identifying Course Discipline Prefix (**ENGL** – English)
- 1st Digit: Course Level (**1**108 – Freshman Level)
- 4th Digit: Common Course Number Designator is “8” (**1108**)

Courses and Transfer Pathways

Courses were selected based on how often a course was transferred into a Minnesota State college and/or university and transfer pathways were selected based on the size of enrollment. There are fifty-three total courses within the list that will move to a common course number structure. Colleges and Universities will align their courses to the subject prefix and course number only. They will not be required to update and/or align learning outcomes, titles, or credit amounts. Campuses will receive support from System Office IT in end-dating old courses as well as updating uAchieve.

Timeline

Activity	Timing
AASC/Curriculum Committee Processes (Consent Agenda Type Item)	Fall 2025 – Spring 2026
End-date old courses and build new courses with CCNs	Fall 2025 – Fall 2026
Build Fall 2027 schedules with new courses	Based on campus timing
Update all related collateral with new course information	Fall 2025-Spring 2027

Contact

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