



**MINNESOTA STATE**

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**Date:** October 6, 2025  
**To:** Presidents  
**From:** Scott Olson, Chancellor  
**Subject:** Common Course Numbering Project

One of the core goals of Equity 2030 is Enhanced Access and Student Success. Common Course Numbering (CCN) has been selected as a promising practice to streamline student mobility and clarify course equivalency and transfer accountability. A set of transfer courses have been identified to pilot a common course numbering structure, based on recommendations from the Minnesota State Transfer Governance Team and the Minnesota State System Office Academic and Student Affairs (ASA) Transfer team. These include the most commonly transferred courses, including the most commonly transferred courses in our transfer pathways.

This work will further support NextGen Student Workday implementation that requires ALL courses to have a four-letter and four-digit configuration. This technical requirement has accelerated our common course numbering work because these configurations are necessary for successful implementation of Workday Student.

The Minnesota State System Office ASA Transfer team developed a common course numbering (CCN) taxonomy. The CCN taxonomy develops a template for establishing common course numbering across a defined set of courses. Fifty-three courses have been identified and will move to a common course number structure. Colleges and universities are both required to align their courses to the CCN taxonomy, which includes a subject matter prefix and four-digit course number.

Please note that the CCN project will not include changes to the established learning outcomes, titles, or credit amounts of courses unless required by an outside authority. Minnesota State System Office ASA developed a CCN Implementation Plan and Timeline (see below). To support colleges and universities in the implementation of the CCN project, campuses will receive support from System Office IT in end-dating old courses as well as updating uAchieve.

I have charged Senior Vice Chancellor Green-Stephen with overseeing the next steps for implementation. Campuses will begin common course numbering work in Fall 2025 with full implementation in FY 2026-2027. Senior Vice Chancellor Green-Stephen and I will be joining you at the October Leadership Council Sector meetings to answer questions regarding the CCN project. Following, all institutions should provide an update utilizing their local shared governance processes prior to the Thanksgiving holiday break, if meeting schedules permit.

Thank you for your support throughout this process, and for your continued efforts in meeting our Equity 2030 goals.

Cc: Senior Academic Affairs Officers  
Senior Student Affairs Officers  
IFO, MSCF and MSUAASF Statewide Leadership

# Common Course Numbering Project Implementation Plan

## PROJECT PURPOSE

The CCN project focuses on streamlining student mobility, transfer and reducing the accumulation of excess credit by establishing a simplified course taxonomy that supports course equivalency and transfer accountability. In addition, this work will further support NextGen Student Workday implementation that requires **ALL** courses to have a four-letter and four-digit configuration. The most commonly transferred courses within the Minnesota State system, Transfer Pathway programs participating in the CCN pilot and most commonly transferred courses in other transfer pathways programs were identified for this project.

## PROJECT GOALS:

- The goal of the project is to implement a common course numbering taxonomy across a defined set of courses.

## SCOPE OF PROJECT:

- Colleges and Universities alignment to the CCN taxonomy for defined courses.

## OUT OF SCOPE:

- Established course learning outcomes, titles, and credits for local courses.

## COMMON COURSE NUMBERING TAXONOMY

**REQUIREMENT(S):** The selected fifty-three (53) courses will implement four characters for the prefix and four digits for the course number with the fourth digit as the common course number identifier.

Course Identifier	Definition	Example
Alpha Code	Identifying Course Discipline four letter Prefix	<b>ENGL</b> – English
1 <sup>st</sup> Digit	Course Level	<b>1</b> 108 – Freshman Level
2 <sup>nd</sup> Digit	Course Sequence	<b>11</b> 08 – first course in the sequence of two courses e.g., Composition 1 ( <b>11</b> 08), Composition 2 ( <b>12</b> 08)
3 <sup>rd</sup> Digit	Faculty Subject Matter workgroups will develop parameters	<b>110</b> 8
4 <sup>th</sup> Digit	Common Course Number Designator is “8”	110 <b>8</b>

**EXAMPLE: ENGL1108 Composition 1**

## ACTIVITIES, TMELINE AND KEY MILESTONES

ROLE(S)	ACTIVITY	TIMING
Faculty Subject Matter Workgroups	Alignment of defined courses to the common course number taxonomy e.g., four letters prefix and four-digit course number with the fourth digit as the common course number identifier. System Office will consult with state-wide MSCF and IFO for faculty appointments.	<ul style="list-style-type: none"> <li>• Fall 2025 – Spring 2026</li> </ul>
Colleges and Universities Local Campus Faculty	AASC/Curriculum Committee Processes	<ul style="list-style-type: none"> <li>• Fall 2025 – Spring 2026</li> </ul>
System Office IT	Support colleges and universities in end-dating old courses and updating uAchieve.	<ul style="list-style-type: none"> <li>• Fall 2025 – Fall 2026</li> </ul>
Local Campus Registrars and/or designated areas that oversee this process	Support colleges and universities in updating and/or building Fall 2027 course schedules with new courses	<ul style="list-style-type: none"> <li>• Based on campus timing</li> </ul>
Local Campus Marketing and Communications, Student Affairs staff, and IT	Update all related collateral with new course information	<ul style="list-style-type: none"> <li>• Fall 2025-Spring 2027</li> </ul>
System Office Academic Affairs Transfer Team	Host open virtual forums and present at a variety of Minnesota State conferences/convenings on the implementation plan, timeline, and updates to the CCN project.	<ul style="list-style-type: none"> <li>• Fall 2025 – Fall 2026</li> </ul>

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