

**ADMINISTRATIVE RULE NO: 4020-09**  
**RELATED TO POLICY SERIES NO: 4020**

**TITLE: COURSE-NUMBERING GUIDELINES**

Based on Chapter 341 of the Oregon Revised Statutes and Oregon Administrative Rules (OAR) 581-43-000 through 581-43-900, the Community Colleges and Department of Workforce Development produces "The Community College Handbook," which outlines the State Board of Education requirements and procedures that govern degrees and certificates, program approval, course approval, and instructor approval.

Assignment of course numbers is the responsibility of the local institutions. For community colleges that do not have their own course numbering system, the handbook provides a guide of the established system that Oregon community colleges initially used. Linn-Benton Community College, with a few variations, has utilized the established system of alpha/numeric numbers for lower-division transfer courses and numeric/decimal numbers for adult education, general self-improvement, developmental skills, occupational preparatory, occupational supplementary, and apprenticeship courses.

In March 1994, the Joint Boards Articulation Commission (JBAC) approved a policy statement acknowledging that community colleges could individually change the numbering system to include alpha/numeric numbers for career technical courses (occupational preparatory). The following outlines the Joint Boards career technical course numbering policy:

- A. Freshman-level courses (first year) will be numbered at the 100 level. Sequencing will be used whenever possible.
- B. Sophomore-level courses (second year) will be numbered at the 200 level. Sequencing will be used whenever possible.
- C. Continuing education units (CEUs) will be used for professional enhancement courses. In cases where an enhancement course could apply to an associate degree, an institution may use the number 299 but should limit the number of credits in this category that can be applied to the degree or certificate.

As institutions prepare to implement the policy, the JBAC recommends the following guidelines:

- A. Community colleges will indicate in the catalog that the primary purpose of career technical courses is for the Associate of Applied Science Degree and not the fulfillment of a baccalaureate degree. Additionally, program faculty will assume responsibility for informing students regarding transferability of their courses to four-

**TITLE: COURSE NUMBERING GUIDELINES (AR 4020-09)**

year colleges and universities.

- B. Community colleges that have articulation agreements with four-year colleges and universities should continue these agreements in order to assure the transferability of the credits.
- C. Four-year colleges and universities have the right to accept the transfer of designated career technical courses when a student matriculates with a transcript that includes such course work.

LBCC will continue to use the original course numbering system that was established early in the history of our college. On an individual basis, however, the college may approve alpha/numeric number 100- and 200-level courses for career technical courses that meet the above-mentioned policy guidelines and the following criteria:

- A. Instructors who teach these courses must have a master's degree in a subject area closely related to the subject.
- B. The course must represent a range of academic and professional rigor that parallels the offerings of the first two years of baccalaureate degree programs.
- C. The course must be generally acceptable as transfer credit to appropriate baccalaureate-degree-granting institutions.
- D. The capability of LBCC to hire a faculty member who meets the instructor approval process must be documented.

The process to change course numbers must go through the appropriate instructional administrator to the Academic Affairs Office, with approval by the Chief Academic Officer. The timeline must be in accordance with the annual catalog publication schedule.

DATE OF ADOPTION: 03/05/96  
DATE(S) OF REVISION(S):  
DATE OF LAST REVIEW: