

### **Uniform Course Numbering**

When one or more Peralta Colleges offer the same course using the same catalog information, the Uniform Course Numbering system (UCN) is used. If one college wants to begin offering a UCN course (borrow a course) or if a college proposes any substantive change in a UCN course, the consultation process outlined in section “Goals for Consultation among Colleges regarding Curriculum Issues” in this manual should be followed.

### **When a Course Change Requires a New Course Number**

The following substantive changes make such a significant change to the course that it is actually a new course. Therefore, a new number must be assigned to the course.

- Discipline name and/or abbreviation
- Course number
- Hours
- Units
- TOP Code
- Credit Status
- Basic Skills Status
- SAM Code
- Prior to College Level (CB21)
- Funding Agency Category

In most cases, changes to a course do not require a new course number. However, when the units and hours increase/decrease or a lecture or lab component is added or deleted, a new course number is generally required. For example, if SCIEN 85 is 4 units, 3 hours lecture and 3 hours lab and the department wants to change it to two courses, one 3 hours lecture and a separate lab of 3 hours, a new number is required, since without the lab hours, SCIEN 85 is no longer the same course.

### **Reusing Course Numbers**

Course numbers of historical or inactive courses cannot be reused. Reusing a number can cause confusion on student transcripts when one number identifies two substantially different courses.