Course Name Protocol for Iowa Common Course Numbering System
Fall 2017---Approved by CAO's on October 6, 2017

Currently, all common course numbers share the same name, course number, number of credit hours and variable/not variable course type. To maintain a consistent, system-wide process between and among Iowa's 15 community colleges, the following rules are adopted as protocols for common course naming and numbering, effective Fall 2017. If any of these rules cannot be followed because of existing limitations, please contact Chris Russell at 515.725.2247 or chris.russell@iowa.gov to discuss possible alternatives. Also, if existing courses violate any of these rules, please correct if and when possible after discussions with the IDOE.

1. Less advanced courses must have numbers lower than more advanced courses with the same discipline prefix.
2. Each word in a course name should be capitalized unless the word is a preposition or an article.
3. The use of symbols in course names (e.g. &, /, - , (,), @, !, etc.) is discouraged and only allowed in cases where it is critical to the course name.
4. The use of abbreviations (e.g. Intro, Adv, Math, Mgmt, Gov't, Ag, Nat'l, w/) is discouraged and only allowed in cases where it is critical to the course name.
5. Use of the Oxford comma will be the standard when courses include more than 2 items in a list. (The Oxford comma is before the "and" that precedes the last item in the list).
6. The use of other punctuation, including colons and dashes is discouraged, but when necessary, will follow prescribed grammar rules.
7. Roman Numerals will be used to designate sequential courses as I, II, III, etc.
8. Care should be taken to place only one space between words & no spaces after final course word.
9. Numbers below 100 are reserved solely for developmental course types.
10. Numbers above 099 are reserved either for A/S (transfer) or Career/Technical course types.
11. Certain course numbers, across all disciplines, will have the same generic title. For example:
    a. XXX017 Developmental Experimental Course
    b. XXX907 Co-op Field Experience
    c. XXX908 Cooperative Education
    d. XXX917 Experimental Course
    e. XXX920 Field Experience
    f. XXX922 Field Studies
    g. XXX927 Honors
    h. XXX928 Independent Study
    i. XXX932 Internship
    j. XXX936 Occupational Experience
    k. XXX938 On-the-Job Training
    l. XXX941 Practicum
    m. XXX948 Special Projects
    n. XXX949 Special Topics
    o. XXX975 Service Learning
    p. XXX999 Study Abroad
    If others are adopted by the state system, they will be added to this list.

12. When developing a new course, developers will check the CurriQunet course database to see if the course aligns with an existing course at other colleges. If it does, the developers should review each existing course's description, standards, and objectives to whether the proposed course can adopt an existing course name and number. If course developers cannot find a comparable existing course in terms of content, standards, and objectives, the proposed course can be assigned a distinct name and number.

13. A new course should NOT be created simply because the current name for the course is undesirable. If a name change is desirable, please contact Chris Russell to discuss collaboration with other colleges offering the same course name or number.