

**Procedure Title:** Course Numbering  
**Procedure Number:** 07-2003-0021  
**Board Policy Reference:** I.B. Educational Opportunities  
**NWCCU Standard:**

---

**Accountable Administrator:** Vice President, Instruction  
**Position responsible for updating:** Director, Admissions and Records  
**Original Date:** December 16, 2003  
**Date Approved by Cabinet:**  
**Authorizing Signature:** *Signed original on file.*  
**Date Posted on Web:** 12-16-03  
**Revised:** **Reviewed:** 09-13

---

**Purpose/Principle/Definitions:**

All lower division transfer courses and professional/technical non-transfer courses are taught as college level classes.

**Guidelines:**

Courses with letter prefixes apply toward degrees and certificates. Courses with decimal points in them and courses with numbers below 100 are not college transfer courses. Courses with 100 and 200 numbers are generally college-transfer courses and those numbered 200-299 are considered sophomore-level courses.