

## COURSE NUMBERING PROCEDURE

PARENT POLICY	
Academic Calendar Policy	
SPONSOR	EFFECTIVE DATE
Provost and Vice President Academic	July 1, 2023
POLICY ADMINISTRATOR	LAST REVISION
Registrar	July 1, 2023

### Purpose

This SOP explains how Lethbridge College uses a course naming convention to systematically number and classify curriculum. Credit course identifiers consist of a prefix made up of three alpha characters designed to identify the discipline content plus four numerical values that identify the course classification. Non-credit course identifiers include a prefix consisting of one alpha character to identify the subject plus five numeric values that serve as the course number.

### Scope and limits

See parent policy



*Defined terms are capitalized throughout this document.  
Refer to the parent policy and the Policy Framework for definitions.*

### Definitions in addition to those in the parent policy

N/A

**A: Course Prefixes and Classifications**

1. Course prefixes and classifications are assigned by the Registrar in consultation with the Academic Centre responsible for the course curriculum. Post-secondary course prefixes and course codes are submitted to Academic Council for approval.

**B: Credit Course Classifications**

1. Courses are numbered according to the following classification:

<b>Classification I</b>		Courses numbered 0001 – 0999 Includes courses which are upgrading in nature and may serve to meet entrance requirements to colleges or universities.
<b>Classification II</b>		Courses numbered 1000 – 1999 Includes courses normally offered in the first year of a college program.
	(A)	Course numbered 1000 – 1149 Includes courses that normally transfer to technical institutes, colleges, or apprenticeship programs.
	(B)	Courses numbered 1150 – 1999 Includes courses that may transfer to universities for elective or subject credit.
<b>Classification III</b>		Courses numbered 2000 – 2999 Includes courses normally offered in the 2 <sup>nd</sup> yr of a college program.
	(A)	Courses numbered 2000 – 2249 Includes courses that normally transfer to technical institutes or colleges.
	(B)	Courses numbered 2250 – 2999 Includes courses that normally carry elective or subject credit at universities.
<b>Classification IV</b>		Courses numbered 3000 – 3999 Includes courses normally offered in the third year of a college program. All courses in this classification are considered to be senior courses in the College curricula.
	(A)	Courses numbered 3000 – 3349 Includes courses that normally transfer to technical institutes and colleges.
	(B)	Courses numbered 3350 – 3999 Includes courses that normally carry elective or subject credit at universities.
<b>Classification V</b>		Courses numbered 4000 – 4999 Includes courses normally offered in the fourth year of a four year college program. All courses in this classification are considered to be senior courses in the College curricula.
	(A)	Courses numbered 4000 – 4449 Includes courses that normally transfer to technical institutes and colleges.
	(B)	Courses numbered 4450 – 4999 Includes courses that normally carry elective or subject credit at universities.

### **C: Course Numbering Guidelines**

1. The prefix portion of the course identifier is determined from the course content. The numeric classification portion is determined by the above classification system. Course ownership is indicated and recorded in the course record by identifying the department that is responsible for the content of the course.
2. Course ownership is indicated and recorded in the course record by identifying the department that is responsible for the content of the course.
3. Once a course is approved, term specific sections can be created from the course and scheduled for registration.
4. The GL number is attached to the course and flows to the section for tuition revenue flow. The GL number can be changed at the section level upon the agreement of the Dean responsible for the course.
5. Transfer arrangements are negotiated using the credit course code identifier. Significant changes in course title or curriculum will result in new course identifiers. Course identifier changes result in re-negotiation of transfer arrangements.
6. Credit courses are assigned a credit value (units of learning) approved by Academic Council.
7. Credit value changes in credit courses result in new course identifiers and re-negotiation of existing transfer arrangements.
8. Unspecified courses will have a subject code relevant to content, as well as course numbering will be reflected in criteria above with XX listed as last two digits. (e.g. HUM 11XX)

### **D: Non-Credit Course Classifications**

1. This is the coding used in the Student Information System for non-credit/supplemental programming. Courses are coded by subject rather than by program area. Course ownership will be determined by a GL code which will be added to the course when created. The following will be identified when creating a new non-credit course:
  - **Department Code** - This will indicate which department manages the course.
  - **Course Prefix (Subject)** - The course prefix is a four-character code that will reflect the subject of the course.
  - **Classification (Course Number)** - The classification is a three-digit code that will identify the specific course being offered. The appropriate non-credit grade scale must be identified at the classification level. Add in about the course numbering (ie: 100 is introductory level, etc)

- **Section** - The section will identify the location of the offering. The section options will be the same as the credit section offerings. Each course must have a section identified when created. Each section must be unique by term.

## 2. Creating New Non-Credit Courses

- The new Non-Credit Course Request form must be completed and submitted to the Registrar's Office for consultation and creation of new department and course prefix codes. New course classifications and sections will be created by the LC Extension office.

## 3. Course prefixes are as follows:

<b>COURSE PREFIX (SUBJECT)</b>	<b>DESCRIPTION</b>
PDEV	Business & Professional Development
TECH	Computers & Technology
OHST	Health & Safety
INDT	Industry & Trades
AGEV	Agriculture & Environment
DRIV	Driving & Transportation
GINT	Life & Leisure
ESOL	English & Second Languages
BFFL	Be Fit for Life