



OFFICE OF THE REGISTRAR

To: Curriculum and Program Review Committee

From: Joe Stokes, Registrar

Re: Course Nomenclature Guidelines

Date: 19 January 2018

Motion: That CPRC recommend to Academic Council the approval of the Course Nomenclature Guidelines.

Attachment: Course Nomenclature Guidelines

Classification	Guidelines
Parent Policy	Quality Assurance
Framework Category	Academic
Approving Authority	Academic Council
Policy Owner	Registrar
Approval Date	
Review Date	
Supersedes	

COURSE NOMENCLATURE GUIDELINES

PURPOSE

1. UOIT is committed to ensuring the highest quality of learning for students while maintaining the highest integrity of academic programs. To this end, the University offers an array of courses to meet the academic and professional needs of the local, national and international communities consistent with its mission and mandate. These Guidelines define the nomenclature that is used for courses at the University.

SCOPE AND AUTHORITY

2. These Guidelines apply to all graduate, and undergraduate courses approved through the academic governance process at UOIT.
3. The Registrar, or successor thereof, is the Guideline Owner and is responsible for overseeing the implementation, administration and interpretation of these Guidelines.

GUIDELINES

4. General Guidelines

- 4.1. Regulations for new courses are described using the nomenclature set out in these Guidelines.
- 4.2. All courses are reviewed by Academic Council or a committee of Academic Council to ensure that they are appropriate to the program content and congruent with current usage in the discipline.

5. General Course Nomenclature

- 5.1. **Course:** A unit of work in a particular subject normally extending through one academic term, semester, or session, the completion of which carries credit toward the requirements of a degree or diploma.
- 5.2. **Subject Codes:** A code that most accurately and comprehensively represents the subject matter being taught in a particular course or set of courses. Subject codes must consist of four alphabetic characters. New subject codes must be verified by the Office of the Registrar to ensure the

code has not been used for a different subject meaning.

- 5.3. **Course Numbers:** Course numbers are used according to the practices established by the Course Numbering Convention (see Appendix A below). Course codes must consist of a four digit numeric code and an alphabetic identifier. Normally, the alphabetic identifier distinguishes the course level, or the source delivery, where U represents undergraduate courses, and G represents graduate courses.
- 5.4. **Course Code:** A subject code coupled with a Course Number forms a unique Course Code. Each Course Code should be under the administrative authority of one academic unit.
- 5.5. **Course Titles:** Long form course titles are used in the Academic Calendar while short form course titles are used for MyCampus and student transcripts. Titles should reflect the educational content of the course. Short form course titles are limited to 30 characters.
- 5.6. **Course Section:** A three digit identifier assigned to a specific course section delivered in a particular academic term, Semester, or Session. A Course Section used to designate students enrolled from another institution is a one digit and two alpha identifier.
- 5.7. **Course Schedule Type:** A code that indicates a course section's schedule type. For example, a Lecture (LEC), Lab (LAB), Tutorial (TUT), Lecture and Lab (L&L), Lab Only (LBO), Thesis (THS), Work Placement (WRK), Seminar (SEM), Field Placement (FLD), Independent Study (IND), Other (OTH).
- 5.8. **Course Registration Number (CRN):** A unique five digit identifier assigned to a specific course section. CRNs are used during the registration process to identify the section of a course the student wishes to register for. The first number identified the Semester or Session. For example, 4 represents the fall semester, 7 represents the winter Semester and 1 represents the spring/summer semester.
- 5.9. **Course Delivery:** The specific scheduling information related to a CRN. This includes the scheduled dates and times, room requirements, and the assigned instructor(s).
- 5.10. **Course Instructional Method:** A three character field used to identify the instructional method of a course. For example, CLS (in-class delivery), HYB (in-class and online delivery), WB1 (synchronous online delivery), WEB (asynchronous online delivery), IND (independent studies), OFF (offsite), and N/A (not applicable).
- 5.11. **Course Credit Hour:** A measure used to reflect the relative weight of a given course toward the fulfilment of degree requirements. Unless otherwise indicated, a course normally has a credit hour value of three.
- 5.12. **Course Contact Hours:** The duration of scheduled instruction. Course contact hours may consist of a variety of instructional methods.

6. Types of Courses

- 6.1. **Challenge Credit:** The request for academic credit resulting from experience or knowledge gained elsewhere for which transfer credit cannot be awarded.
- 6.2. **Continuance Course:** A graduate level course which shows on a graduate student's transcript. Used to show attendance in the semester as well as for charging graduate fees.
- 6.3. **Corequisite Course:** A course that must be taken concurrently with the course for which it is required.
- 6.4. **Credit Restriction:** Occurs where two or more courses are closely related and credit is limited to one of the courses.
- 6.5. **Cross-listings:** The practice of offering a single course under two different course codes.
- 6.6. **Elective Course:** A course chosen by a student from a number of course options in a curriculum, as opposed to a required course which the student must take.
- 6.7. **Equivalency Course:** A course that possesses equivalent content to another course, such that they are considered to be interchangeable across academic programs. Students may only receive credit for one of the courses.
- 6.8. **Independent Study Course:** A course that is approved and offered in an alternate supervisory format, such as a reading course, a directed studies course, a directed studies project course, a thesis project course, or an independent studies course.
- 6.9. **Prerequisite Course:** A course that must be successfully completed prior to commencing a second course for which it is required.
- 6.10. **Required Course:** A course that all students following a particular academic program and catalog are required to take.
- 6.11. **Special Topics Course:** A course that addresses a current or timely topic, that are in a "pilot" phase before being offered on an ongoing basis, or that are known to be one time offerings. Special Topics Course offerings can vary from semester to semester which allows for the subject of offering to change at the discretion of the Instructor. Typically, these courses are approved with a general topic area.
- 6.12. **Transfer Credit:** Academic credit granted for work completed at an institution other than UOIT.

7. Administration of Courses

- 7.1. **Billing Hours:** A measure used for charging fees to a course.
- 7.2. **Campus Code:** A three alpha character code used to identify the campus where the course will be delivered. For example, UON – UOIT North Oshawa, UOD – UOIT Downtown Oshawa, UOW – UOIT Online.
- 7.3. **Course Link Identifier:** A one alpha character and one digit code used to

identify a course's requirement of registering for a concurrent section of the same course. For example, the link identifier ensures a student properly registers for a lecture and an associated tutorial/lab.

- 7.4. **Grade Mode:** Identifies the method of grading applied to the course. For example, N – Normal alpha grades, P – Pass/Fail grade.
- 7.5. **Learning Management System (LMS) Combining:** The practice of combining course section shells in Blackboard.
- 7.6. **Moribund Courses:** A course that has not been taught in the previous 48 months. Moribund courses will be retained in the course archive for an additional 48 months and then inactivated. A moribund course does not appear in the Academic Calendar but can still be activated for Registration at a later date.
 - a) **Moribund Course Code:** A course code that is no longer in use but historically has been used at the university. The repurposing of moribund course codes is not feasible due to the negative effects upon historic academic records.

MONITORING AND REVIEW

- 8. These Guidelines will be reviewed as necessary and at least every three years. The Registrar, or successor thereof, is responsible to monitor and review these Guidelines.

RELEVANT LEGISLATION

- 9. University of Ontario Institute of Technology Act, 2002, S.O. 2002, c. 8, Sch. 0

RELATED POLICIES, PROCEDURES & DOCUMENTS

Quality Assurance Handbook

Academic Council Handbook

Undergraduate Academic Calendar

Graduate Academic Calendar

Appendix A – Course Numbering Convention

Consistent with the university's Quality Assurance Framework, academic units may develop their own Course Number schemes in consultation with the Registrar for new or revised courses, based on the numbers available.

Course numbering will normally follow the conventional practice as described below.

- **Undergraduate Courses:**

- The numbers 1000 to 1099 are used for general introductory courses which are usually a preparation for more advanced work in the subject area. In some specialized cases, 2000 series courses may be considered introductory courses.
- The numbers 1100 to 1999 are used for courses that introduce a subject area and which could serve as prerequisite to senior-level courses in that subject.
- The 3000 and 4000 series courses are usually senior-level courses taken in the third and fourth years of a program.
- Normally, the 2000 series courses have 1000 series level prerequisites, while the 3000 series level and 4000 series courses often have 2000 series prerequisites.

- **Graduate Courses:**

- The numbers 5000 to 7000 are used for graduate-level courses.