BCIT BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY

Course Names

Procedure No:	5403-PR2
Version:	3
Policy Reference:	5403
Category:	Education
Approval Body:	Board of Governors on advice of Education Council
Executive Sponsor:	Chair of Education Council
Department Responsible:	Education
Directory of Records Class:	0650-15
Approval Date:	2021 Dec 7

Objectives

This procedure applies directly to Policy 5403, Syllabus and Course Outline. This procedure explains the process for creating and changing course names.

Who This Procedure Applies To

This procedure applies to individuals who are responsible for:
- creating new courses and/or programs
- modifying existing courses and/or programs
- approving course outlines and syllabuses.

Duties and Responsibilities

The Registrar's Office is responsible for issuing new subject codes and course numbers.

Procedure:

The course name consists of three components: a 4-character subject code, a 4-digit course number, and a title.

Subject Code

1. The subject code is an easily recognizable four-character alphabetic code that describes the main focus of the course and represents the teaching department responsible for course content. The teaching department is also the owner of the code. Departments that wish to use a code owned by another department must first obtain prior written approval of that other department.

2. Courses within the same area of course responsibility use the same subject code; this is not affected by course variables such as delivery mode or status as a credit or non-credit course.

3. All new subject codes must be approved by the Registrar prior to use.

4. The subject code must not be broken down beyond the program of certification. The subject code does not indicate which courses are associated with specific credentials or options of said credentials

5. Subject codes remain the same, even when programs go through either a curriculum change or a program name change, unless approved by the Registrar's Office.

Course Number

1. The course number consists of four digits, or a combination of characters and digits in the case of Apprenticeship courses, (e.g. 1GAP, 2GAP, etc.).

2. The first digit indicates the level of advancement or level of credential of the course, as determined by answering the following questions:

   a. Is this a credit course or a non-credit course?

      - Non-credit course numbers begin with a zero digit.
      - Credit course numbers begin with a digit that ranges from 1 to 9.

   b. With what credential is this course associated?

      - Courses included in entry-level credentials (industry partnership certificate, associate certificate, certificate, diploma, or the first two years in a 4-year degree) will be numbered starting with a 1, 2, 3, or 4, unless approved otherwise by the Registrar's Office.
      - Courses included in mid-level credentials (advanced certificate, advanced diploma) will usually be numbered starting with a 5 or 6, but may include numbering that starts with a 3 or 4, if approved by the Registrar's Office.
      - Courses included in advanced credentials at the undergraduate level (degree completion program, or upper two years in a 4-year degree) will be numbered starting with 5, 6, 7, or 8, unless approved otherwise by the Registrar's Office.
         i. Note: 3XXX or 4XXX courses that are academic in nature and are transferable to other public post-secondary institutions at an upper level (typically considered 3rd/4th year courses) may be considered upper level for the purposes of inclusion in advanced credentials.

   c. Does this course have a prerequisite course?

      - The first digit may be based on the number of prerequisite courses required.
         i. Example #1: 'Circuit Analysis 1' is a credit course with no prerequisite. Its first digit is a 1: ELEX 1105.
         ii. Example #2: 'Accounting 1' is required before 'Accounting 2' may be taken. Thus, the courses may be identified as FMGT 1100 and FMGT 2100 respectively.
         iii. Example #3: In order to take a particular course in Level 3 a student may be required to complete Level 1 and Level 2 courses. Therefore, the course should be given a 3XXX course number.

   d. Is foundation work required before this course can be taken?

      - Cooperative education courses use the appropriate level indicator followed by 990. For example, the first co-op course for Electrical and Computer Engineering Technology can only be taken after completion of Levels 1 and 2. The course number for this course is ELEX 3990.

3. The last three digits are assigned sequentially, ranging from 000 to 999. Depending on the number of course offerings within a given level, the increments may be 1, 5 or 10. Course number series begin with 1000, 2000, etc.

4. Requirements for Graduate level courses:

   a. The first digit for all graduate level courses will be 9 (e.g., GRAD 9XXX)

   b. The second digit should indicate the level of advancement. If a course is a prerequisite for another course in the graduate program the second digit should be used to show progression (e.g., GRAD 9010 would be a prerequisite for GRAD 9110).

   c. The third and fourth digits to be assigned sequentially. Depending on the number of course offerings with a given level, the increments may be 1, 5, or 10. Course number series to begin with 9000, 9100, 9200, etc.

Course Title

Since the course title appears in publications and transcripts, it must be concise and informative.

1. The course title length must not exceed 30 characters, which does not include the subject code or number. The course title appears on students' transcript; the unabbreviated course title should not exceed 90 characters.
2. The course title should describe the material covered in the course.
3. Courses that are part of a series should show the series number in the course title. For example, FMGT 1100 Accounting 1 and FMGT 2100 Accounting 2.

Forms Associated With This Procedure

Course outline: Banner system (through Course File Office)
Syllabus: myBCIT portal / Electronic Course Outline System (through the Library)
Course outline template.

Amendment History

Policy 5004 was retired in 2011; this Procedure 5403-PR2 is one of a series of policies and procedures created to replace it.

		Approval Date	Status
Created:	Procedure 5403-PR2 version 1	2011 Nov 22	Replaced
Revised:	Procedure 5403-PR2 version 2	2016 June 1	Replaced
Revised: (name changed)	Procedure 5403-PR2 version 3	2021 Dec 7	In Force

Scheduled Review Date

2026 Dec 7