
COURSE SUBJECT ACRONYM AND NUMBERING

POLICY NUMBER	ED 03-8
APPROVAL DATE	JUNE 22, 2015
PREVIOUS AMENDMENT	FEBRUARY 23, 2009
REVIEW DATE	JUNE 22, 2020
AUTHORITY	SENATE
PRIMARY CONTACT	EDUCATIONAL PROGRAMS COMMITTEE

POLICY

Thompson Rivers University (TRU) believes that the acronyms and numbers identifying course subjects should be determined in a manner allowing students to identify, and find, specific courses in the TRU calendar as easily as possible. In order to achieve this goal, consistent use of subject acronyms and numbering of courses is required.

REGULATIONS

All courses will have a four alpha character subject acronym followed by a four character numeric descriptor.

I. SUBJECT ACRONYM

1. Transcriptable courses:

- a. All course subject acronyms are normally based upon the discipline/subject of the course, not the program the course belongs to (unless the subject and program are the same).
- b. All course subject acronyms are to be as consistent as possible with existing acronyms at other British Columbia Universities.

2. Non-Transcriptable courses:

- a. All course subject acronyms will begin with an 'X' and the remaining three characters will represent the discipline/subject.

II. FOUR CHARACTER NUMERIC DESCRIPTOR

1. The first digit indicates level:

- a. Pre-university courses: The first numeral will be zero.
- b. Academic courses (applicable or transferable to degree programs): The first numeral should indicate the academic level (first, second, third, fourth, fifth or higher year) this course would receive if it were applied to a university degree. Academic level is determined by the following table:

0	Pre-university level course
1	Introductory level course
2	Intermediate level course
3 and 4	Advanced level course
≥ 5	Graduate level course

- c. Non-Academic transcriptable courses (not applicable or transferable to academic programs): The first numeral should indicate the year of study in which the student would normally take the course within that program of study.

2. The second, third, and fourth digits designate: the unique courses in the Department, Division, Faculty or School. The fourth digit additionally indicates whether the course is an Open Learning or a campus-based course:

- a. All even fourth digits indicate a campus-based course while all odd fourth digits indicate an Open Learning course.
- b. Where course curriculum is equivalent between a campus-based and Open Learning-based course the fourth digit varies by one. Furthermore, each odd numbered course is academically equivalent to the preceding even numbered courses and each even numbered course is academically equivalent to the following odd numbered courses.

e.g. **ECON 3440** (Advanced Macro Economics) will be the campus-based equivalent to the Open Learning course **ECON 3441** (Advanced Macro Economics).