

## **Definitions of base curriculum and curriculum rules (characteristics of an academic program)**

**LEVEL:** consists of a 2-character code with a 30-character description. The field is used to drive a number of processes such as GPA, credit counting, some registration restrictions, grade modes and fee assessment. Levels have been created and programs have been assigned a level based on balancing the needs of these various processes. For example, most undergraduate faculties have been assigned the same level (UG Undergraduate) except Medicine, Dentistry and Law, which have been assigned one separate level. However, due to fee assessment needs, programs administered by Graduate Studies have been divided into several different levels. See the Level Code Validation form STVLEVL for the full list of levels.

**CAMPUS:** consists of a 3-character code (McGill is using 2 of the 3 characters) with a 30-character description. It is an optional field on program. The field is used to indicate true physical campus sites such as downtown campus, Macdonald Campus, off-campus or distance. Because it can be used to drive fee assessment, the campus may also be a pseudo campus to indicate deregulated (i.e. private) programs. Because the use of such campus codes usually depends on the residency status of the student rather than on the program itself, the campus code usually entered on the student's record rather than on the program itself. In these cases a campus would not appear on the program table.

Example: for most undergraduate programs held downtown, Canadian students are listed with a campus code 1 "Downtown" while international students in the same program would be listed with a campus code of 51 "Downtown Private". Only in the cases of private programs which do not depend on the residency of the student and thus always have the same campus on every student record (e.g. MM Manufacturing Management) could a campus be assigned directly to the program.

**COLLEGE:** consists of 2-character code with a 30-character description and includes codes for McGill's faculties, schools, Graduate Studies and the Centre for Continuing Education.

**DEGREE:** consists of a 6-character code with a 30-character description and is equivalent to McGill's degree.

**CURRICULUM:** is not a field but a concept. It consists of a base curriculum which has a set of curriculum rules attached to it. A base curriculum would be a program with a number of characteristics which would include as noted above level, college, degree and very occasionally campus.

The curriculum rules indicate which majors, concentrations, and minors may be associated with the base curriculum as noted below.

**MAJOR:** is a 4-character code with a 30-character description and is equivalent to McGill's subject. Every program is required to have a minimum of one attached major. A student must have a minimum of one and may have two of a program's allowable

majors. This generic field includes separate codes for majors, honours, joint honour components, faculty programs, thesis programs, non-thesis programs. See naming standards for majors below.

**DEPARTMENT:** is a 4-character code with a 30-character description. Each major is associated with a department. The department table is based on the University Planning Office's (UPO) Administrative Unit table. When a new or revised department code is required, the UPO must be consulted.

**CONCENTRATION:** is a 4-character code with a 30-character description that is a specialisation with a major. In a curriculum rules a concentration must be attached to one or more specific majors in order for it to be used. There can be up to 3 allowable concentrations per major on a student's record. It is expected that currently there may be usually one concentration attached to a student's major, more rarely two concentrations and no situations yet where 3 concentrations would be attached to a major on a student's record. Although concentrations are attached to majors in curriculum rules in order to be available to add to a student record, Banner client forms do not force such concentrations to be added; their use is optional.

Note: do not mix up the Banner field of concentration with the Major and Minor concentrations in the Faculty of Arts. This latter terminology appears in the major field. Thus a student can have a major field of 'Major concentration English' with a concentration in 'Cultural Studies'.

**MINOR:** is a 4-character code with a 30-character description. Minors are attached to programs but not to majors. A major code and minor code are usually the same if the translation is the same. TA student could have up to 2 allowable minors. Note that there is no concentration field to attach to a minor.