

# ADMINISTRATIVE PROCEDURES

<b>SUBJECT:      Secondary Course Codes</b>
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Secondary school courses must comply with the official Ministry title and course code. Each of the curriculum policy documents identifies the title and course codes. For the most current course codes, refer to the Ministry of Education website

(<http://www.edu.gov.on.ca/eng/curriculum/secondary/>).

If there are discrepancies, the curriculum policy documents contain the official codes/titles.

All course codes consist of six characters. The first three characters are those given in the ministry's list of common course codes. The fourth character indicates the grade of a course, as follows:

1 (Grade 9) 2 (Grade 10) 3 (Grade 11) 4 (Grade 12)

For courses in ESL, classical/international languages, and Native language only, the 4<sup>th</sup> character indicates the level of a course, as follows:

A (level 1) B (level 2) C (level 3) D (level 4) E (level 5)

The fifth character indicates the type of course, as follows:

C (College Preparation)	D (Academic)
E (Workplace Preparation)	H (Transfer)
L (Locally Developed)	M (University/College Preparation)
O (Open)	P (Applied)
U (University Preparation)	

## Sixth Character

The Ministry allows the sixth character to be determined by each Board. This character is used for tracking courses, identifying the credit value, and/or identifying unique features of a code.

The sixth character can be either a number or a letter. The following is a list for our Board, effective June 2019.

**Numbers**

- 1 - one credit course
- 2 - two credit course
- 5 - half credit course (Civics and Career Studies, grade 10)

**Letters**

A and B	Sequential courses or Part 1 (A) and Part 2 (B) courses
C	Cooperative Education two credit course
D	Unique course content with a specific program area of focus
E	Extended French
G	Gifted and Enrichment course
J	School within a College (SWAC) courses
L	Alternative (non-credit) K courses
Q	Modified courses (AMSS, JMSS and WDSS only)
R	Credit Recovery
S	ABLE course
V	Virtual learning course
W	Health and Physical Education ~ Female
X	Cooperative Education - one credit course
Y	Health and Physical Education ~ Male
Z	French Immersion
U, T, M, N, P	Unique timetabling needs
4T	Dual Credit college-delivered college course
4Y	Dual Credit college-delivered apprenticeship course

Implementation Date January 12, 2000  
 Revised: January 8, 2013, May 27, 2019

Reference: Education Act & Regulations