



University of South Asia Course Code Policy

Version: 1.0

Drafted by: The Office of Institutional Quality Assessment and Effectiveness

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To be Approved by: Academic Council

1. Purpose and Guidelines

The purpose of this policy is to establish a standardized system for assigning course codes to all academic programs. The 3-alphabet and 4-digit system ensures consistency, uniqueness, clarity and scalability to accommodate future needs. This will facilitate academic planning, and supports efficient record-keeping.

2. Course Code Structure

Course codes will consist of 3 alphabets and 4 digits, structured as follows:

i. Prefix (3 Alphabets):

Represents the subject area. Preferable, the first three letters of the academic discipline/ Major or subject area. However, if two courses or subject areas are combined, use the first alphabet of each course / subject area and the letter "N" in the centre. The term "N" refers especially to &/and. For Example: For Art and Humanities prefix will be: **ANH #####**

Proposed Prefix for some of the programs that are being offered at USA are as follows:

Department	Program	Prefix
Computer Science	Bachelor of Computer Science	CSC
Business Administration	Bachelor of Business Administration	BUS
Aviation Management	Bachelor of Aviation Management	AVM
Architecture	Bachelor of Architecture	ARC
Fine Arts	Bachelor of Fashion Design	FAD
Media Studies	Bachelor of Media Studies	MED
Physiotherapy	Doctor of Physiotherapy	DPT
Nutrition Sciences	Bachelor of Human Nutrition & Dietetics	HND

Every department has the liberty to choose Prefix for its courses, subject to approval from Director, Institutional Quality Assessment and Effectiveness.

ii. Digits / Numeric:

a. First Digit (Academic Level)

The first digit indicates the academic level of the course (undergraduate, master's, or doctoral), which helps students and faculty identify the intended audience and difficulty level. Here's a general guideline:

Level	Years
Undergraduate	1XXX : First Year of Bachelor / Associate Programs (e.g., 1001)
	2XXX : Second Year of Bachelor / Associate Programs (e.g., 2001)
	3XXX : Third Year of Bachelor Programs (e.g., 3001)
	4XXX : Fourth Year of Bachelor Programs (e.g., 4001)
	5XXX : Fifth Year of Bachelor Programs (e.g., 5001)
Graduate	6XXX : Graduate/ Master / Post Graduate Diploma level courses (e.g., 6001)
	7-XXX : Graduate/ Master-level courses (e.g., 6001, 7001)
Doctoral	8XXX- : Doctoral-level courses (e.g., 8001)

b. Second Digit (Course Category):

Second digit specifies the course category within the subject area. For Example:

Category	Type
0	Foundational/ General Education courses
1	Major/ Core courses
2	Specialized or Elective courses
3	Supporting courses
4	Capstone, thesis, or project-based courses, internship, Clinical Practice, etc.

More categories can be added into the list, subject to maximum of nine (9), with the approval of Director, Institutional Quality Assessment and Effectiveness.

c. Third and Fourth Digits (Sequence Number):

Identifies the specific course number within the academic level and course category, starting with 01 up to 99. These numbers are sequential and may indicate prerequisites or progression within a program.

3. Course Code Example:

Bachelor of Business Administration (BUS):

- a. BUS 1001: Principles of Management (Year 1, foundational).
- b. BUS 2101: Financial Accounting (Year 2, core/major).
- c. BUS 3201: Strategic Marketing (Year 3, specialized).
- d. BUS 4301: Business Capstone Project 1 (Year 4, capstone).

4. General Education Course Codes:

As per the HEC Undergraduate Education Policy 2023, general education courses have been categorized into specific clusters. Each cluster will be assigned a unique prefix, which will remain consistent across the University.

In the future, departments may propose additional courses under each cluster, subject to approval by the Board of Faculty. While new courses may be added, the cluster prefix will remain unchanged. However, the numerical codes (digits 3 and 4) will be adjusted to accommodate these new courses.

Following are the General Education course codes for the courses being offering from Fall 2024:

General Education Cluster	Code	Course Title
Art & Humanities	ANH1001	Creative Design Suit
Natural Science	NSC1001	Food, Nutrition & Wellbeing
Social Science	SSC1001	Psychology of Mind and Behaviour
Functional English	ENG1001	Conversational and Listening Skills
Expository Writing	ENG1002	Writing & Reading for Impact
Quantitative Reasoning 1	QRE1001	Statistics and Applied Data Analysis
Quantitative Reasoning 2	QRE1002	Mathematical Problem Solving
Islamic Studies/Religion/Ethics	RNE1001	Islamic Studies
Ideology and Constitution of Pakistan	PAK1001	Pakistan: Ideology & Constitution
Application of Information and Communication Technologies	ICT1001	Harnessing Technology for Digital Age
Entrepreneurship	ETR1001	Building & Sustaining Startups
Civic and Community Engagement	CIV1001	Civic and Community Engagement