



Medical College of Georgia
Academic, Research, and
Student Affairs
Policy Library

Course Numbering System Policy

Policy 4.09

Volume 4 Enrollment
Management
Chapter 09 Course
Numbering System
Responsible Office: Registrar
Originally issued: Unknown
Revised: February 13, 2009

Policy Statement

The Medical College of Georgia offers courses numbered from 1000 to 4999 to students at the undergraduate level. Courses in the Schools of Medicine and Dentistry are numbered from 5000 to 5990. Graduate courses are numbered from 6000 to 9999. Certain courses are offered to undergraduate, graduate, and professional students jointly. Such courses are numbered appropriately for each class and degree program.

Reason For Policy

The Medical College of Georgia follows the convention of assigning course numbers based on the level and content of the course.

Entities Affected By This Policy

All students at the Medical College of Georgia and any faculty or staff member that requests to create a new course at the Medical College of Georgia are affected by this policy. All other educational institutions accepting transfer credit from the Medical College of Georgia are also affected by this policy.

Who Should Read This Policy

Students, faculty, and staff at the Medical College of Georgia should be aware of this policy.

Contacts

Contact	Phone	e-mail/URL
Registrar	706-721-2201	http://www.mcg.edu/students/Registrar registrar@mcg.edu

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p409.pdf>

Related Documents

Medical College of Georgia Catalog:
<http://www.mcg.edu/students/Registrar/regulations/course-numbering.html>

Overview

The Medical College of Georgia offers courses numbered from 1000 to 4999 to students at the undergraduate level. Courses in the Schools of Medicine and Dentistry are numbered from 5000 to 5990. Graduate courses are numbered from 6000 to 9999. Certain courses are offered to undergraduate, graduate, and professional students jointly. Such courses are numbered appropriately for each class and degree program.

Process/Procedures

- A faculty member or department who wishes to propose or revise a course at the Medical College of Georgia must submit a Curriculum Revision Request Form following the course numbering system defined in this policy.
- Following approval by the appropriate officials, the form is sent to the Registrar and the course is created in BANNER.
- The course number will be verified by the Registrar's Office.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 4.09, Course Numbering System Policy, are:

Academic Department	Use proper course numbering when creating a course
Registrar's Office	Verify that the proposed course number is appropriate.

Forms

[Curriculum Revision Request Form](#)