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## 4.09 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**

Georgia Health Sciences University offers courses numbered from 1000 to 4999 to students at the undergraduate level. Courses in the Colleges 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**

Georgia Health Sciences University follows the convention of assigning course numbers based on the level and content of the course.

### **Entities Affected By This Policy**

All students at Georgia Health Sciences University and any faculty or staff member that requests to create a new course at Georgia Health

Sciences University are affected by this policy. All other educational institutions accepting transfer credit from Georgia Health Sciences University are also affected by this policy.

### Who Should Read This Policy

Students, faculty, and staff at Georgia Health Sciences University should be aware of this policy.

### Contacts

Contact	Phone	e-mail/URL
Registrar	706-721-2201	<a href="http://www.georgiahealth.edu/students/Registrar">http://www.georgiahealth.edu/students/Registrar</a> <a href="mailto:registrar@georgiahealth.edu">mailto:registrar@georgiahealth.edu</a>

### Related Documents

Georgia Health Sciences University Catalog: <http://catalog.georgiahealth.acalog.com/>

### Overview

Georgia Health Sciences University offers courses numbered from 1000 to 4999 to students at the undergraduate level. Courses in the Colleges 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 Georgia Health Sciences University 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](#)

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