

Course Numbering

Approval Authority: Senate

Established On: June 13, 2024

Amendments: n/a

Category: Academic

1.0 POLICY STATEMENT

This policy guides the numbering of courses that are part of degree programs at NOSM University.

2.0 SCOPE

This policy applies to all NOSM University degree program courses.

3.0 DEFINITIONS

Required Courses are mandatory credit courses that must be completed to fulfill the requirements of a degree program.

Elective Courses An elective course is a credit course that students can choose within their program or another program based on their interests or career goals, rather than being mandatory. Elective courses offer flexibility in tailoring one's academic experience, allowing students to explore diverse subjects or specialize in specific areas beyond the core curriculum.

Cross-listed Courses are credit courses offered for registration under two or more academic programs. In most cases, the course learning outcomes and requirements are identical for all students irrespective of the academic program they are registered in. Cross-listing enables efficient resource allocation and ensures that students have access to a diverse range of courses while facilitating interdisciplinary learning and collaboration.

Billing Courses are courses used for billing purposes only. There are no credits assigned to the course and no final grade is assigned.

Course Weights are usually assigned based on the weekly lecture hours and laboratory hours if applicable and/or based on the amount of work involved in a course.

A course weight of 1.5 credits shall typically indicate 1.5 lecture hours weekly for one semester (e.g. Fall or Winter, or Spring or Summer) and shall usually have a "1" as the last digit in the course number

A course weight of 3.0 credits shall typically indicate 3 lecture hours weekly for a semester, and shall usually have a "3" as the last digit in the course number.

(e.g. Fall or Winter, or Spring or Summer).

A course weight of 6.0 credits shall typically indicate 3 lecture hours weekly for two semesters (e.g. Fall-Winter, Spring-Summer) and shall usually have a "6" as the last digit in the course number

A course weight of 9.0 credits shall typically indicate a thesis course. (continuous registration until the thesis is completed) and shall usually have a "9" as the last digit in the course number.

4.0 POLICY TERMS

Assigning course numbers involves a systematic process that begins with defining a standardized format for the course numbers, which may include indicators of the unit, level of study (e.g. undergraduate vs graduate), subject area, and specific course number. Once the format is established, courses are categorized and assigned unique codes based on factors such as academic discipline, course level, and sequential order within the curriculum. This ensures consistency and clarity for students and academic staff when registering for, scheduling, and tracking courses throughout the institution.

The heads of the academic degree programs who are proposing new courses or proposing significant changes to courses that would meet the criteria to change the course number (see below) must consult the Registrar who is authorized to issue course codes. Any one of the changes listed below requires the assignment of a new course code by the Registrar,

- New Course
- Significant change in the learning outcomes of an established course
- Change to the credit weight of an established course
- Significant change to the amount of work involved in an established course and/or the number of lecture hours of an established course (class hours of lecture, lab, or discussion)

Course Name/Title

1. Each course name/title shall be suggested by the academic unit that will offer the course.
2. If the course is to be cross-listed and offered by more than one department/academic unit, this should be stated clearly in the original proposal for the course.
3. The course title shall not usually exceed 30 characters,
4. Course Suffixes shall be upper case letters and indicate what academic unit or academic program a course belongs to. The following suffixes are currently in use:

MEDS – Undergraduate Medical Education courses

GMMS – Master of Medical Studies courses

PDPP – Dietetic Practicum Program courses (for billing purposes only)

PGME – Postgraduate Medical Education courses (for billing purposes only)

Course Numbers

- A. Courses shall be labelled or coded with an eight-character field where the first four
- B. the last digit of the course number shall normally represent the course weight (as explained above).

- “9” 9 credits
- “5” 6 credits
- “3” 3 credits
- “1” 1.5 credits

- C. Course Suffixes: All suffixes shall be upper case letters and indicate what academic unit or academic program the course belongs to.

- D. Courses shall follow this numbering sequence.

0000 - 0999	Non-Credit Courses
1000 - 1999	Introductory Undergraduate Courses
2000 - 2999	Courses, usually with no more than one prerequisite. Primarily intended for second-year learners.
3000 - 3999	Advanced Undergraduate courses primarily intended for third and fourth-year learners.
4000 - 4999	Advanced Undergraduate courses primarily intended for fourth-year learners
5000 –5199	Medical Education Year 1 courses
5200 –5399	Medical Education Year 2 courses
5400 - 5599	Medical Education Year 3 courses
5600 - 5899	Medical Education Year 4 courses
5900 –5999	Medical Education Year 5 courses
6000 –6999	Graduate Studies courses

5.0 ROLES AND RESPONSIBILITIES

Degree Program heads are responsible for following the name and numbering policy when presenting a new course for consideration. New course names must be reviewed and authorized by the Registrar and new course numbers must assigned by the Registrar before submission to Senate for approval.

The Registrar is responsible for enacting this policy when regulating the course numbers at NOSM University.

The activation of new courses and implementation of the related course number will take a minimum of one academic year to process by the Registrar before the anticipated offering of the new course.

6.0 INTERPRETATION

Questions regarding this policy and assistance with interpretation can be addressed to the Registrar.

7.0 RELATED DOCUMENTS

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

- a. Approving Authority: University Senate
- b. Responsible Officer: University Registrar
- c. Procedural Authority: Provost and Vice President Academic
- d. Procedural Officer: University Registrar

Review and Revision History

Review Period: every 3 years or as required

Date for Next Review: 2027

Appendix A.

CURRENTLY ACTIVE COURSE CODES FOR ALL NOSM UNIVERSITY PROGRAMS:

UNDERGRADUATE MEDICAL EDUCATION			
Program Identifier	Course Number	Course Title	Course Type
MEDS	5005	Northern and Rural Health I	Required (Y1)
MEDS	5025	Personal and Professional Aspects of Medical Practice I	Required (Y1)
MEDS	5045	Social and Population Health I	Required (Y1)
MEDS	5065	Foundations in Medicine I	Required (Y1)
MEDS	5085	Introduction to Clinical Medicine I	Required (Y1)
MEDS	5105	Medical Career I	Required (Y1)
MEDS	5205	Northern and Rural Health II	Required (Y2)
MEDS	5225	Personal and Professional Aspects of Medical Practice II	Required (Y2)
MEDS	5245	Social and Population Health II	Required (Y2)
MEDS	5265	Foundations of Medicine II	Required (Y2)
MEDS	5285	Introduction to Clinical Medicine II	Required (Y2)
MEDS	5325	Medical Career II	Required (Y2)
MEDS	5405	Northern and Rural Health III	Required (Y3)
MEDS	5425	Personal and Professional Aspects of Medical Practice III	Required (Y3)
MEDS	5445	Social and Population Health III	Required (Y3)
MEDS	5465	Foundations in Medicine III	Required (Y3)
MEDS	5485	Clinical Medicine and Therapeutics I	Required (Y3)
MEDS	5505	Medical Career III	Required (Y3)
MEDS	5605	Northern and Rural Health IV	Required (Y4)
MEDS	5625	Personal and Professional Aspects of Medical Practice IV	Required (Y4)
MEDS	5645	Social and Population Health IV	Required (Y4)
MEDS	5665	Foundations of Medicine IV	Required (Y4)
MEDS	5685	Clinical Medicine and Therapeutics II	Required (Y4)
MEDS	5705	Medical Career IV	Required (Y4)
MEDS	5721	Internal Medicine	Required (Y4)
MEDS	5711	Surgery	Required (Y4)

MEDS	5731	Obstetrics and Gynecology	Required (Y4)
MEDS	5741	Pediatrics	Required (Y4)
MEDS	5751	Psychiatry	Required (Y4)
MEDS	5761	Emergency Medicine	Required (Y4)
MEDS	5725	Phase 3 (Year 4) Elective	Required (Y4)
MEDS	5905*	Clinical Skills Enrichment I	Optional (Y5)
MEDS	5925*	Personal and Professional Aspects of Medical Practice V	Optional (Y5)

*UME learners must seek approval to register for these courses

GRADUATE STUDIES PROGRAM			
Program Identifier	Course Number	Course Title	Course Type
GMMS	6009	Research Thesis	Required (T)
GMMS	6003	Introduction to Research in Medical Studies	Required (T, C)
GMMS	6013	Bioethics and Research in Medical Studies	Required (T, C)
GMMS	6023	Research Grant Writing	Required (C)
GMMS	6033	Critical Appraisal of Research Reports	Required (C)
GMMS	6043	Independent Study/Advanced Topics	Required (T, C)
GMMS	6053	Research Dissemination	Required (C)
GMMS	6063	Considerations in Rural and Remote Practice	Elective
GMMS	6073	Data Management and Visualization	Elective
GMMS	6083	Epidemiology	Elective
GMMS	6093	Clinical Integration of Research	Elective
GMMS	6103	Special Topics	Elective

*(T) = Thesis Based option

*(C) = Course-Based option

Postgraduate Medical Education			
Program Identifier	Course Number	Course Title	Course Type
PGME	BILL	Postgraduate Fee	Billing Course

Northern Ontario Dietetic Internship Program			
Program Identifier	Course Number	Course Title	Course Type

PDPP	BILL	Dietetic Practicum Program Fee	Billing Course
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Medical Physics Residency Program			
Program Identifier	Course Number	Course Title	Course Type
MPRR	NOBILL	Medical Physics Residency Program	Program Registration