

# The University of Pittsburgh

## Course Catalog Update Form

**University Registrar Office Use Only**

Course ID \_\_\_\_\_

1.  **Add a New Course**       **Inactivate a Course**       **Change a Course**       **Add a Campus to an Existing Course**
2. SUBJECT \_\_\_\_\_ CATALOG NUMBER \_\_\_\_\_ TERM \_\_\_\_\_ ACADEMIC GROUP \_\_\_\_\_
3. CAMPUS \_\_\_\_\_ ACADEMIC ORG \_\_\_\_\_
4. DESCRIPTION (Short Course Title) (30 Characters) \_\_\_\_\_
5. LONG COURSE TITLE (100 Characters) \_\_\_\_\_
6. UNITS (Credits)    Minimum \_\_\_\_\_ Maximum \_\_\_\_\_ or Academic Progress (Billing & Financial Aid Units) \_\_\_\_\_
7. GRADING BASIS (select only one) (See Form Directions for explanation of grading basis.)  
 Undergraduate:     LG       SU3       S/NC       OP1       OP2  
 Graduate:           GLG       GS3       GSN       GO1       GO2
8. COMPONENT TYPE  
 Clinical       Correspondence       Thesis/Dissertation\*       Internship       Lecture       Practicum       Seminar  
 Colloquium       Credit Laboratory       Directed Studies\*       Independent Study\*       Laboratory\*\*       Mass Media       Recitation\*\*       Workshop
9. MISCELLANEOUS  
 Print in Bulletin       Print in Class Schedule       Course is a Special Topics Course       Fee has Been Approved for Course
10. FINALS (Undergraduate Only) (select only one)  
 Departmental       Hourly       None

Academic Unit Representative/Preparer	Univ Ext	Dept/Div Chair/Academic Dean	Date	Dean/Campus President	Date
Preparer's Email address					

<b>University Registrar Office Use Only</b>	<b>Entered By</b>	<b>Date</b>

## Course Catalog Update Form Directions

1. Indicate Action requested: Add, Inactivate, Change or Add a Campus to an existing course.

2-3. Indicate:

- Subject and Catalog (Course) Number.
- Effective Term - the first term available (for Add or Change) or last term offered (for Inactivation).
- Academic Group - see list below:

<b>CBA</b>	College of Business Admin	<b>DEMED</b>	School of Dental Medicine	<b>SOCWK</b>	School of Social Work
<b>CGS</b>	College of General Studies	<b>EDUC</b>	School of Education	<b>UCSUR</b>	Univ Center for Social & Urban Research
<b>GSPIA</b>	School of Public and International Affairs	<b>ENGR</b>	School of Engineering		
<b>PUBHL</b>	School of Public Health	<b>SIS</b>	School of Information Science	<b>UPB</b>	Bradford
<b>HNRS</b>	Honors College	<b>LAWS</b>	School of Law	<b>UPG</b>	Greensburg
<b>KGSB</b>	Katz Grad School of Business	<b>MED</b>	School of Medicine	<b>UPJ</b>	Johnstown
<b>SHRS</b>	School of Health & Rehabilitation Sciences	<b>NURS</b>	School of Nursing	<b>UPT</b>	Titusville
<b>ARTSC</b>	School of Arts & Sciences	<b>PHARM</b>	School of Pharmacy		

- Campus and Academic Organization.

4-5. Indicate a Description (Short Course title) and Long Course Title. See **Additional Directions** below (#1) for Course Description details.

6. Indicate the minimum and maximum number of units for a course. Indicate academic progress hours (billing units) if different.

7. Indicate the grading basis for the course.

Undergraduate:

<b>LG</b>	Letter Grade
<b>OP1</b>	Letter Grade, Honors/Satisfactory/Unsatisfactory
<b>OP2</b>	Letter Grade, Satisfactory/No Credit
<b>SU3</b>	Honors/Satisfactory/Unsatisfactory
<b>S/NC</b>	Satisfactory/No Credit (Replaces S/N)

Graduate:

<b>GLG</b>	Letter Grade
<b>GO1</b>	Letter Grade, Honors/Satisfactory/Unsatisfactory
<b>GO2</b>	Letter Grade, Satisfactory/No Credit
<b>GS3</b>	Honors/Satisfactory/Unsatisfactory
<b>GSN</b>	Satisfactory/No Credit

8. Indicate the component type.

**\*These component types require consent, are repeatable for credit, and will receive a separate roster.**

**\*\*These component types are non-graded (must be offered with a graded component type).**

9. Indicate printing options, if it is a special topics course see **Additional Directions** below (#2), and if a fee is associated with the course.

10. For Undergraduate courses, indicate if the final exam will be a departmental or hourly exam. Select "None" if no final exam will be given.

### **Additional Directions:**

1. Course Description - submit an electronic copy of the Course Description to [course@registrar.pitt.edu](mailto:course@registrar.pitt.edu). Please use UPPERCASE characters and proofread (spell-check) document before submitting. Each Course Description must identify course subject and catalog number.

2. Special Topics should be set at the Course Catalog level only if the topic is standard term after term. If so, submit special topics (sub-titles) on Special Topics Form to **Course Scheduling Office, G-2 Thackeray Hall**. If special topics are specific to class section and/or change term to term, do not submit on this form (these will be submitted on a Class Section Update Form).

3. Inactivation of a Course Catalog Number makes the Catalog Number ineligible to use for ten years.