

# The University of Pittsburgh

## Course Catalog Update Form

**University Registrar Office Use Only**

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

### MEDICINE FIRST PROFESSIONAL ONLY

1.  **Add a New Course**       **Inactivate a Course**       **Change a Course**
2. SUBJECT \_\_\_\_\_ CATALOG NUMBER \_\_\_\_\_ TERM \_\_\_\_\_ ACADEMIC GROUP \_\_\_\_\_ CAMPUS \_\_\_\_\_
3. DESCRIPTION (Short Course Title) (30 Characters) \_\_\_\_\_
4. LONG COURSE TITLE (100 Characters) \_\_\_\_\_
5. UNITS (Credits)      Minimum \_\_\_\_\_ Maximum \_\_\_\_\_ or Academic Progress (Billing & Financial Aid Units) \_\_\_\_\_
6. GRADING BASIS (select only one) (See Form Directions for explanation of grading basis.)  
 GLG     GO1     GO2     GO3     GS3     GSN     SU5     SU2
7. COMPONENT TYPE (select only one)  
 Clinical     Thesis/Dissertation \*     Internship     Lecture     Practicum     Seminar  
 Colloquium     Credit Laboratory     Directed Studies \*     Independent Study \*     Workshop
8. MISCELLANEOUS  
 Print in Bulletin     Course is a Special Topics Course     **N** Print in Class Schedule

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>
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**Course Catalog Update Form Directions  
First Professional Medicine Only**

1. Indicate Action requested: Add, Inactivate, or Change.
2. Indicate:
  - Subject and Catalog (Course) Number.
  - Effective Term - the first term available (for Add or Change) or last term offered (for Inactivation).
- 3-4. Indicate a Description (Short Course Title) and Long Course Title. See **Additional Directions** below (#1) for Course Description details.
5. Indicate the minimum and maximum number of units for a course. Indicate academic progress hours (billing units) if different.
6. Indicate the grading basis for the course.

<b>GLG</b> Letter Grade	<b>GS3</b> Honors/Satisfactory/ Unsatisfactory
<b>GO1</b> Letter Grade, Honors/Satisfactory/Unsatisfactory	<b>GSN</b> Satisfactory/No Credit
<b>GO2</b> Letter Grade, Satisfactory/No Credit	<b>SU5</b> Honors/High Satisfactory/Satisfactory/Low Satisfactory/Unsatisfactory
<b>GO3</b> Letter Grade, SU5	<b>SU2</b> Satisfactory/Unsatisfactory
7. Indicate the component type.

**\*These component types require consent and are repeatable for credit.**
8. If this is a special topics course see **Additional Directions** below (#2).

**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 approved 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.