UNIVERSITY OF PITTSBURGH PROCEDURE 02-01-03

CATEGORY: ACADEMIC AFFAIRS
SECTION: Academic Programs
SUBJECT: Course Inventory
EFFECTIVE DATE: August 10, 1988
PAGE(S):   2

I. PURPOSE

To provide the steps necessary for maintaining a University wide Course Inventory, and the guidelines for initiating new courses or substantial changes to existing courses.

II. SCOPE

This procedure is institutional based, and applies to courses across the entire University including all campuses.

III. ADMINISTRATIVE RESPONSIBILITIES

<u>Department Chairmen</u> are responsible for submitting requests for new courses or substantial changes to existing courses within their departments to the appropriate dean or campus president.

<u>The Dean/Campus President</u> will review all requests, and submit approved request to the Office of the Provost.

<u>The Office of the Provost</u> will forward all courses approved by the Provost to the Registrar.

<u>The Registrar</u> will audit all requests for completeness and prepare the information for implementation.

IV. PROCEDURE

Program/Department	1. Initiate new course or substantial changes to existing course.
Department Chairman	2. Prepare FORM 0019, Course Inventory Update (Exhibit A), and FORM 0020, Course Inventory Abstract (Exhibit B), as instructed in the Forms Instruction Guide.
	3. Submit completed FORM 0019, and FORM 0020 to the appropriate dean/campus president.
Dean/Campus President	4. Review all requests, indicate approval by signing FORM 0019 and FORM 0020, and submit forms to the Office of the Provost.
Office of the Provost	5. Review, indicate approval by signing Form 0019 and 0020, and forward original copy to the Registrar.
Registrar	6. Audit all requests for completeness and prepare the information for implementation employing the following criteria:
	a. Review course number and level with other term data for inconsistencies.

a. Analyze the course abstract and approve the appropriate title to be used in the "Schedule of Classes" and on the student's academic record. Abbreviations used in the course title are to conform with the established Course Abbreviation Dictionary.

b. Maintain an inventory of all courses so that those course numbers which have been identified as inactive in the Course Inventory are not reused for a period of at least ten years.

c. Screen all requests for changes in course abstracts and abbreviated course title to insure that no duplicates are submitted.

d. Contact the appropriate dean/campus president to resolve any problems that arise.

V. EXHIBITS

Exhibit A - FORM 0019, Course Inventory Update

FORM 0019 Form Instruction Guide

Exhibit B - FORM 0020, Course Inventory Abstract

FORM 0020 Form Instruction Guide

VI. REFERENCE

Policy AC 10, Course Inventory (formerly 02-01-03)