# **Changes to an Existing Course**

Instructor:

Department or program:

Name of department chair/program director:

Course Number:

Course Title:

Date:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Changes to courses are reviewed in February. UAB will provide specific dates each year. If you are making a change to* ***the PLS, DI or PoP designation****, please submit this form via Acalog to the Dean of the College. If you are making a change to a* ***course name, course number, course description****,* ***unit value, repeat status****, or* ***grading mode****, please submit this form via Acalog to the registrar.*

Requested Change(s): Please specify ADD or REMOVE

\_\_\_\_\_\_\_\_ PLS (Please specify VE FA AP GP HP LP SP VP)

\_\_\_\_\_\_\_\_ D&I  
­\_\_\_\_\_\_\_\_ POP

*Changes to the above three classifications should be submitted to UAB. Those below may be submitted to the registrar via Acalog.*

\_\_\_\_\_\_\_\_ Subject Code (e.g., MUSC or GEOG)

\_\_\_\_\_\_\_\_ Course Number

\_\_\_\_\_\_\_\_ Course Title

\_\_\_\_\_\_\_\_ Unit Value (commonly 1.0 units)

\_\_\_\_\_\_\_\_ Grading Method (letter grade or P/F)

\_\_\_\_\_\_\_\_ Repeatable Status (can the course be repeated for credit)

\_\_\_\_\_\_\_\_ Course Description

(Note: only substantive changes to the course description and structure that would require changes to the academic catalog require review by UAB; this does not include correction of typos, grammar, or minor changes for clarity.)

Rationale(s): Please provide a short rationale for each change requested. For adding PLS, D&I, and POP designations, the rationale should do more than restate the designation’s criteria – it should explain how students will accomplish the particular designation’s goals.

**NEXT STEPS**

For proposals to be submitted to the **Dean of the College** via Acalog, the online management system for the academic catalog managed by the registrar’s office, your department’s assigned Acalog editor (often the departmental administrative assistant) should enter changes to courses into the Acalog system.

* Email this form to your department Acalog editor, who will upload it into Acalog and send an alert to the Dean of the College.
* Final approval, or request for additional information, will be communicated by email from [*noreply@acalog.com*](mailto:noreply@acalog.com) to the department Acalog editor.
* The Acalog editor will forward the email to faculty/chairs/program directors as appropriate.

For proposals to be submitted to the **Registrar** via Acalog, the online management system for the academic catalog managed by the registrar’s office, your department’s assigned Acalog editor (often the departmental administrative assistant) should enter changes to courses into the Acalog system.

* Email this form to your department Acalog editor, who will upload it into Acalog and send an alert to the Registrar.
* Final approval, or request for additional information, will be communicated by email from [*noreply@acalog.com*](mailto:noreply@acalog.com) to the department Acalog editor.
* The Acalog editor will forward the email to faculty/chairs/program directors as appropriate.