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# COURSE SUBMISSION GUIDELINES

These guidelines support the [Course Approval Policy](#).

The following components are available to the course submitter. Components that are required have been identified.

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## COURSE COMPONENTS

1. Title (Required)
  - a. If the title exceeds 100 characters a Short Title must also be provided
  - b. Watch for the appropriateness of abbreviations
2. Course Description (Required)
  - a. The course description should succinctly describe the content of the course and should be no longer than 5-6 sentences
  - b. Course descriptions should not be used to defend the existence of the course for review and approval purposes
  - c. Course descriptions should not outline course assignments
  - d. Course descriptions should not outline course level: undergraduate, graduate, or law
  - e. Course descriptions should not contain information found in other fields on the course inventory form
3. Course Student Learning Outcomes (SLOs) (Required)
  - a. SLOs must describe specific skills and/or knowledge students are expected to acquire by the end of the course
  - b. SLOs should be student-centered, observable, and appropriately rigorous for the course level
  - c. Enter one SLO per SLO field
4. Prerequisites and Prerequisites with Concurrency
  - a. Prerequisites are courses that students must have in their academic history.
  - b. Prerequisites with Concurrency are courses that students can have in their academic history or be registered for in the same term.
  - c. Prerequisites can only be courses with a specific subject code and course number and test scores housed in the student information system.
  - d. Prerequisites can only exist in an “and” or “or” relationship. When crafting the prerequisites the relationship between courses and/or test scores must be clearly defined.
  - e. If there is an equivalent old version or an honors version of a prerequisite course, all versions must be listed.
  - f. If a minimum grade, other than D- at the undergraduate level and C at the graduate level, is required, this must be clearly stated.
5. Corequisites

- a. Corequisites courses are courses that students must register for in the same term even if the student has the course in their academic history
  - b. If considering corequisites, consult OUR Catalog and Scheduling
6. Restrictions
- a. Course restrictions can limit registration to students in specific department(s), with a particular field of study, class, level, degree, program, campus, college, or student attribute
    - i. Choosing two restrictions of the same area (e.g. degree) the relationship between the two will be “or” (e.g. MATH or PHYSICS)
    - ii. Choosing two restrictions of different areas (e.g. class and college) the relationship between the two will be “and” (e.g. Senior and Nursing)
  - b. At a minimum, all undergraduate courses will have the Campus restriction of No English Language Institute.
  - c. At a minimum, all graduate courses will have the Campus restriction of No English Language Institute and the Level restriction of Graduate Only
7. Credit hours (Required)
- a. If the course is variable hours use “to” or “or” to describe the relationship
  - b. If the course is a linked lecture and lab/recitation the lecture should contain the X number of credit hours, and the lab should be zero. That relationship is defined as 0 or X
  - c. For the requirements of Zero credit courses refer to the Zero Credit Policies
    - i. [Zero-Credit Hour Policy - Undergraduate](#)
    - ii. [Zero-Credit Hour Policy - Graduate](#)
  - d. Departments are responsible for determining the credit hours
8. Repeatable for Degree Credit (Required)
- a. If the course can be taken more than once and earn credits that count toward the degree, the Repeatable indicator is Yes
  - b. Repeatable credits must be divisible by the largest number of credit hours that can be earned
9. Grade Mode (Required)
- a. Standard Letter Grade
  - b. Pass/Fail
10. Schedule Type (Required)
- a. More than one schedule type may be selected
    - i. The schedule type should reflect how the course material and teaching will be delivered
    - ii. Changes to schedule types that are unrelated to the existing schedule type(s) is a substantive change and may require a new course proposal
  - b. The Class Schedule Coding Guide on the Office of the University Registrar website provides a reference for each Schedule Types: <https://registrar.ua.edu/class-schedule-coding-guide/>
11. General Education and Pathway Designation(s)
- a. A course may have one or more General Education designations
    - i. Core Designation Standards: <https://provost.ua.edu/built-by-bama/framework/core-designation-templates/>

- b. A course may have one Pathway designation
    - i. Pathway Designations Standards: <https://provost.ua.edu/built-by-bama/pathways-facultyandadvisors/>
  - c. All courses with General Education and Pathway designations are reviewed by the Core Curriculum Oversight Committee
12. Course Attributes
- a. Courses may seek attributes to provide additional information about the course, such as Honors, Special Topics, and International Focus Courses for UG Business
  - b. Special Topics courses are courses that can have significantly different content and student learning outcomes from section to section
  - c. Course attributes may require additional approval steps
13. Cross-Listing and Equivalencies
- a. Courses should have cross-listed or equivalent relations with another course(s) when there is a current or old course containing the same content and a student could not earn credit toward their degree for both courses
  - b. 400/500 level listed courses must attach both course syllabi with different SLOs and other defining factors
14. Syllabus (Required)
- a. Departments must create an example syllabus for all new courses that are submitted for approval
  - b. The example syllabus should contain all fields required by the [UA Syllabus policy](#), including the course number, title, and credit hours matching the same information placed on the CIM form.
  - c. In addition, the syllabus is reviewed for the grading and attendance policies, the 400/500 level listed courses differentiation content, and general course materials and content.
  - d. For more information, review the [UA Syllabus Policy](#).
15. New courses proposals are required when the number of credit hours a student may earn is decreased.

Additional resources, such as a CIM training guide can be on Curriculum and Scheduling page the Office of the University Registrar website: <https://registrar.ua.edu/faculty-staff/academic-scheduling-roomseek/>

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## Courses Deletions

Courses deactivated by the department must be submitted into CIM workflow.

Prior to the publishing of the upcoming catalog, the Office of the University Registrar will administratively deactivate any course that has not been offered with enrollment in the past five calendar years.

In order for departments to offer these deactivated courses again:

- As a new (different) course, the deactivated course must have no enrollment in sections for a period of 5 years. An updated CIM form must be submitted into the CIM workflow during a catalog cycle
- As the same course, the CIM form must be submitted into the CIM workflow during a catalog cycle

- Reactivation of the same course: only grammatical changes can be made to the course

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## TIMELINE AND EFFECTIVE TERM

All new courses, course deletions, and course change submissions that are approved in CIM will have an effective date of the next fall semester.

All new courses, course deletions, and course change submissions must be submitted into CIM workflow by deadlines published by the Office of the University Registrar.

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