

Request for scribe changes in Degree Works

For changes not clearly defined in the Bulletin, evidence of approval from the Dean must accompany this request. The Registrar's Office reserves the right to require approval from Academic Affairs depending on the scope of the requested changes.

Catalog year:	College code:
Program code:	Major code:
Concentration(s) code:	Minor code:

Other block(s):

☐ General education

☐ University writing requirement

☐ Upper division in residence

☐ Other (please specify): _____

Please mark one or both of the checkboxes below.

☐ Model curriculum/program sheet is attached.

☐ An additional sheet is attached explaining requested changes.

Instructions:

I acknowledge submission of this Request for Scribe Changes in Degree Works form will only initiate changes to the Degree Works degree audit system.

I understand my college/department is responsible for submitting updated Bulletin information to the University Registrar, updating any program information that is advertised online, and submitting CIM forms as necessary.

- Bulletin updates should be submitted via email to courseleaf@southalabama.edu
- CIM Course Form: <https://nextbulletin.southalabama.edu/courseadmin/>
- CIM Program Form: <https://nextbulletin.southalabama.edu/programadmin/>

Submitted by: _____

Date: _____

Approved by: _____

Date: _____

Signature

Typed name & title