

# UNIVERSITY OF NEW ORLEANS

## REQUEST TO ADD A COURSE PRIOR TO APPROVAL THROUGH NORMAL CHANNELS

For extenuating circumstances, the Office of Academic Affairs may permit a new course to be added to the schedule for one semester.

This approval is granted after appropriate justification and when there is insufficient time to use the normal approval channels.

Please note that the course will be available for scheduling for one semester only – the department is responsible for submitting the Add New Course proposal form to UCCC/Graduate Council.

CIP:																									
Department:		College:		Date:																					
Department Prefix:		Course Number:		Credit Hours:																					
Semester Requested: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer																									
Course Title:																									
Title Abbreviation: <b>(Include spaces)</b>		<table border="1" style="width: 100%; height: 20px;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																							

### Contact Hours Per Week

#### Fall/Spring Semester

Lecture	Recitation	Seminar	Laboratory	Independent Study	Clinical

#### Summer Semester

Lecture	Recitation	Seminar	Laboratory	Independent Study	Clinical

***Justification for adding course and reasons why normal channels cannot be used. Include a statement of where the proposed course is in the curriculum review process and attach a copy of the course syllabus.***

### Endorsements/Approvals

Department Chair	Date	Graduate Dean (Courses numbered 4000-7999)	Date

College Dean	Date	Provost	Date

Submit one signed copy to the Office of Academic Affairs and one electronic copy to [uccc@uno.edu](mailto:uccc@uno.edu).