



REQUEST TO ADD, DROP, OR CHANGE A COURSE

Departmental Prefix: _____ **Existing** or **New** Course No. _____ Credit Hrs. _____ CIP: _____

<input type="checkbox"/>	ADD A COURSE	(Please proceed to page 3.)
	Course Title:	
<input type="checkbox"/>	DROP A COURSE	(Please proceed to page 6.)
<input type="checkbox"/>	CHANGE A COURSE	(Check all that apply, then proceed to page 7.)
<input type="checkbox"/>	<u>Course Title</u>	
	From:	
	To:	
<input type="checkbox"/>	<u>Prerequisite/Description</u>	
<input type="checkbox"/>	<u>Credit Hours</u>	
	From:	credit hours
	To:	credit hours
<input type="checkbox"/>	<u>Course Number</u>	(include department prefix/course number)
	From:	Existing course number
	To:	New course number
<input type="checkbox"/>	<u>Other</u>	(Please indicate below)
<input type="checkbox"/>	<u>Non-substantive</u>	

Semester/Year for which change is requested (not later than one academic year from submission date):

Recommended abbreviation for class schedule (include spaces, **ONE LETTER** per box)

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Contact hours per week per semester

Lecture	Recitation	Seminar	Lab	Indep Study	Clinical

Repeat for Credit Rules

Repeat for Credit (Y/N)	Total Units Allowed	Total Completions Allowed	Allow Multiple Enroll in Term (Y/N)

Please submit separate proposals for 4XXX and 5XXX course add/drop/changes.

List all courses and curricula affected by this request. Submit request for other changes **concurrently** with this request.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Other departments or units affected by this action. Supply additional information, if needed, on a separate sheet.

_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>
Department or unit	Chair or unit head signature (plus date)	Support	Not Support

Signatures constitute approval. Signatures by the department chair and the courses and curricula committee chairs certify that the proposal was discussed and approved by a majority of the voting members of the department or committee.

_____	_____	_____	_____
Department Chair	Date	Campus Courses and Curricula Chair	Date
_____	_____	_____	_____
College Courses and Curricula Chair	Date	Graduate Dean (Courses numbered 4000/G-7999)	Date
_____	_____	_____	_____
College Dean	Date	Provost	Date

Please proceed to the section below that applies to the action that you are requesting, and provide the appropriate information.

Be sure to describe additional work for graduate credit, if applicable, and to include all required components in any syllabus.

You need to submit ONLY THOSE PAGES that are relevant to your request. Submit one signed copy to the Office of Academic Affairs and one electronic copy to uccc@uno.edu.

Adding a New Course

Course description for a new course

Please insert course number and title, credit hours, and catalog description in the designated spaces below. You may **NOT** use a course number that has been used previously.

cr.

Justification and explanation for a proposed course, including information about:

- Why the course is needed
- How often the course will be offered
- Any enrollment or curriculum restrictions
- Anticipated enrollments
- Any additional personnel, equipment, or facilities required (if none, indicate 'No additional personnel, equipment, or facilities will be needed.')
- Student Learning Outcomes for the course.

(Please type in the space provided below.)

Sample syllabus for a proposed new course

Please type, or insert, a sample syllabus in the space provided below. Remember to describe the work required for graduate credit, if applicable. Please include bibliography.

UNO Course Syllabus Requirements

The following checklist was developed to outline university requirements and recommendations for course syllabi. All UNO teaching faculty are required to distribute a course syllabus to their students on the first class meeting day as well as **post the syllabus in Moodle** and make each course site available to students (email moodle@uno.edu for assistance). The syllabus must contain, at minimum, all elements found under “Requirements” below. Please revise syllabi accordingly.

The information contained in the course syllabus, other than the grading criteria and absence/make-up policies, may be subject to change with reasonable advance notice as long as the change is without prejudice to the students. Instructors are welcome to customize syllabi to suit their courses and professional style.

Requirements
Course title and number
Day, time, and place of class meetings
Instructor name
Instructor office location and office hours
Instructor phone number and email address
Student learning outcomes
Attendance policy
Required/recommended textbooks/learning resources, including ISBN #
Course prerequisites (if applicable)
Tentative due dates for assignments, projects, tests, final exam
Criteria for grading and grading standards
If graduate level course being co-taught with undergraduate, separate section on graduate level requirements (e.g., readings, performances, assessments)
Statement on student conduct
Standard statement on academic integrity*
Standard statement on accommodations for students with disabilities**
Standard statement on student verification procedures (ONLINE COURSES ONLY)***
Assignment/exam proctoring options (ONLINE COURSES ONLY)
Recommendations
Description of what the class will be like, including how the class will be taught and why
Description of instructor expectations of students (e.g., reading assignments prior to class, arriving on time, remaining for full class session, participation in discussions, etc.)
Description of special procedures for this class (e.g., laboratory rules)
Advice on how to read/approach materials, how to study for tests/exams
Specific criteria for each graded assignment
Statement on incomplete or late coursework, extra credit, etc.
Information on student support services (e.g., Learning Resource Center, Library)

** Academic integrity is fundamental to the process of learning and evaluating academic performance. Academic dishonesty will not be tolerated. Academic dishonesty includes, but is not limited to, the following: cheating, plagiarism, tampering with academic records and examinations, falsifying identity, and being an accessory to acts of academic dishonesty. Refer to the Student Code of Conduct for further information. The Code is available online at <http://www.studentaffairs.uno.edu>.*

*** It is University policy to provide, on a flexible and individualized basis, reasonable accommodations to students who have disabilities that may affect their ability to participate in course activities or to meet course requirements. Students with disabilities should contact the Office of Disability Services as well as their instructors to discuss their individual needs for accommodations. For more information, please go to <http://www.ods.uno.edu>.*

**** To ensure academic integrity, all students enrolled in distance learning courses at the University of New Orleans may be required to participate in additional student identification procedures. At the discretion of the faculty member teaching the course, these measures may include on-campus proctored examinations, off-site or online proctored examinations, or other reasonable measures to ensure student identity. Authentication measures for this course are identified below and any fees associated are the responsibility of the student.*

[Insert information regarding selected authentication measures and fees. If applicable to your course, please include the following Proctor U statement.]

The University of New Orleans partners with Proctor U, a live, online proctoring service that allows students to complete exams from any location using a computer, webcam, and reliable internet connection.

Dropping a Course

Justification

Please insert course number and title, credit hours, and justification in the appropriate spaces.

cr.

Justification:

Changing a Course

Present catalog description:

Please insert current course number and title, credit hours, and catalog description in the appropriate spaces—including prerequisites.

cr.

Proposed catalog description:

Please insert proposed course number and title, credit hours, and catalog description in the appropriate spaces—including prerequisites.

cr.

Justification:

Please type in the space provided below.

If substantial changes are being made to the course description, please submit an updated syllabus, table of contents or course outline.