University Courses and Curricula
Form Guidelines and Definitions

Forms are located on Sharepoint/Committees/Courses and Curriculum/C&C Forms.
https://sharepoint.uno.edu/gov/facultycouncil/cc/CC%20FORMS/Forms/AllItems.aspx

<u>Add Course Prior to Approval Form</u> – Only for adding a course prior to the semester for which the course was approved. This form should be used only in extenuating circumstances, when there is insufficient time to use the normal approval channels, with appropriate justification a new course may be added for one semester only. The course added via this route will be rendered inactive after the completion of the semester, unless approved otherwise.

<u>Add Drop Change Course Form</u> – This form is used for adding, dropping, or changing a course. This form **cannot** be used for adding or modifying a course for one semester only. Please pay attention to the following while completing the form for these purposes:

1. Add Course:
   a. Specify the CIP code attached to the course.
   b. Stipulate the maximum repeat limit for hours and number of attempts.
   c. Specify prerequisite and departmental consent requirements (if applicable).
   d. Make sure the course number has never been used before.
   e. Document how the course will meet the degree requirement and student learning outcomes.

2. Drop Course:
   a. Inform and list on the form all the departments and curricula affected by the drop.
   b. If a course is dropped it will be rendered inactive and can be activated again only by going through the same review channels.

3. Change Course:
   a. Highlight, strikethrough or underline the changes requested.
   b. Specify the new CIP code (if applicable).
   c. Stipulate the maximum repeat limit for hours and number of attempts if changed.
   d. Specify prerequisite and departmental consent requirements if changed.

<u>Add Drop Change Curriculum Form</u> – This form is to be used for adding, dropping, or changing a curriculum. Once the curriculum addition, deletion or change is approved by UCCC and/or Graduate Council it will be included in the next catalog. Please pay attention to the following while completing the form for these purposes:

1. Add Curriculum:

a. Supporting documentation of approval from Board of Regents should be attached to the request if adding a new major, minor or concentration.
b. Specify the effective semester of the addition.
c. Make sure, if new courses are being added, they are added before the curriculum is published.

2. Drop Curriculum:
   a. Specify if the curriculum is deleted due to the Board of Regents low completion requirement or simply is being inactivated (just not being offered but still an active degree/minor at Board of Regents level).
   b. List the curriculum in Present section and leave the proposed section blank.

3. Change Curriculum:
   a. Highlight, strikethrough or underline the changes requested.

Fast Track Form – For non-substantive changes such as correcting grammar, misspellings, references to previously deleted courses, etc. Removing or changing prerequisites and repeat course limits is allowed, but may require approval from departments/units affected by change, if applicable. Form is streamlined, but still needs to be reviewed by UCCC and/or Graduate Council.

1. One form can be used to make changes to multiple courses.
2. Highlight, strikethrough or underline the changes requested.
3. Put graduate and undergraduate course changes on separate forms.

Streamlined Course Drop Form – For dropping multiple courses at one time. Please inform all departments affected by the drop. Courses can only be made inactive and are never deleted. Do not use this form for any other changes to the courses.

Program of Study Requirements – The purpose of this form is to assist with planning and advising. Completed forms will be posted in the catalog and on the website.

Recommended Four Year Plan – The purpose of this form is to demonstrate how degree programs can be completed in eight semesters. Plans should be used to inform future course scheduling. Completed forms will be posted in the catalog and on the website. This form should be used only to convert the current curriculum into a four year plan and **should not** be used to make any curriculum changes.

Prerequisites – Completion or concurrent enrollment of a single course or a set of courses or departmental consent, which is required prior to enrolling in another course, is called prerequisite. Specify the following in respect to prerequisites:

1. If departmental consent is required.

2. Verbiage used in the description of the prerequisite is important and please choose one of the following:
    a. Course A and higher - This implies that if the student has completed course A or higher, only then the system will allow the student to enroll in the course desired.
    b. Course A - This implies that if the student has completed course A, only then the system will allow the student to enroll in the course desired.
    c. Eligible for Course A - This implies that if the student is eligible for enrolling in course A on the basis of their placement. (ACT/SAT/COMPASS scores or bypass credit), only then the system will allow the student to enroll in the course desired.
    d. Eligible or credit for Course A or higher - This implies that if the student is eligible for enrolling in course A on the basis of their placement (ACT/SAT/COMPASS scores or bypass credit) or has completed course A or higher, only then the system will allow the student to enroll in the course desired.
    e. Please separate all Boolean logic (or, and, etc.) with parenthesis.
    f. Prerequisite should be described at the beginning of the course description.

Repeat Limits – The maximum number of hours that are allowed for a specific course. Specify the following in respect to repeat limits:

1. The number of times the course can be repeated. (Repeat Limit)
2. The maximum hours for which the course can be repeated. (Repeat Hours)
3. The repeat hours should not exceed the total hours accrued by the repeat limit.
4. All cross listed courses share repeat hours.

Suggested language for repeatable courses:

If you are not limiting the number of times a course can be repeated.

"May be repeated for credit."

If you are limiting the number of times a course can be repeated. Do not use the word repeat in this instance, but use may be taken.

"May be taken 2 times for a maximum of 6 credit hours."

The number of times the course can be taken should equal the credit hours that can be earned.

"May be taken 3 times for a maximum of 9 credits hours."

Cross-listings – All courses that share a course ID number share their repeat limits and course descriptions. If a change is being made to the repeat limits or the description of one of the courses, it will automatically change the same for the other cross-listed courses. If at any point the courses are to be "un" cross-listed then it will be considered as adding a new course.

Louisiana Board of Regents Category Definitions
Effective March 1997

A **Minor** is that part of a Degree Program which consists of a specified group of courses in a particular discipline(s) or field(s), consisting usually of 15% or more of total hours required in an undergraduate curriculum. Minors may be instituted by the affected system and campus without prior approval by the Board of Regents.

An **Option** is an alternative track of courses within a Major, accounting for at least 50% of the Major requirements. Establishment of an Option requires prior approval by the Board of Regents.

A **Concentration** is an alternative track of courses within a Major or Option, accounting for at least 30% of the Major requirements. Concentrations may be instituted by the affected system and campus without prior approval by the Board of Regents

A **Degree Title** is the complete label of a Degree Program, consisting of a Degree Designation (e.g., Associate of Science) and the Degree Subject Area (e.g., Biology). It is listed in the Board of Regents' Inventory under the categories "Degree Level" and "Degree Description/Option" (e.g., A.S. in Biology).

A **Curriculum** is a description of required and elective courses for a Degree Program.

A **Major** is that part of a Degree Program which consists of a specified group of courses in a particular discipline(s) or field(s). The name of the Major is usually consistent with the Degree Subject Area. A Major usually consists of 25% or more of total hours required in an undergraduate curriculum. Establishment of a Major requires prior approval by the Board of Regents.

NOTE: For consistency and clarity the terms "Emphasis," "Track," "Specialization," or any word other than those listed above describing the sub-unit of a Major may not be used on diplomas, transcripts, or in catalogs.