The Add A Course Form should be used for creating a new course in the catalog. Separate proposals must be submitted to create 4XXX and 5XXX course proposals. 5XXX course proposals must have at least 1 additional student learning outcome and 1 additional assignment. The Change Curriculum Form should be submitted simultaneously to indicate how the new course will be applied towards the respective degree program.

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| --- | --- | --- | --- | --- | --- | --- |
| **Department**: | | | **College:** | | |  |
| **Departmental Prefix:** |  | **Course Number:** |  | **Credit Hours:** |  | **CIP Code No.:** |
| **Semester/Year Requested:**  Fall 20\_\_\_\_\_  Spring 20\_\_\_\_\_  Summer 20\_\_\_\_\_ | | | | | | |
| **Course Title:** (30 characters max) | | | | | | |
| **Title Abbreviation:**  (Include spaces) | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | | | | | |

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| **Contact hours per week per semester** |  | | | | | |
| Lecture | Recitation | Seminar | Lab | Indep Study | Clinical |
|  |  |  |  |  |  |

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| --- | --- | --- | --- |
| **Grading Basis** |  | |  |
| Graded | Pass/Fail | Other |
|  |  |  |

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| **Repeat for Credit Rules** |  |  | | | |
| Repeat for Credit (Y/N) | | Total Units Allowed | Total Completions Allowed | Allow Multiple Enroll in Term  (Y/N) | |
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| List all courses and curricula affected by this request. Submit request for other changes **concurrently** with this request. |  |
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Other departments or units affected by this action. Supply additional information, if needed, on a separate sheet.

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Department or unit Chair or unit head signature (plus date) Support Not Support

**Submit one signed copy to the Registrar’s Office and one electronic copy to uccc@uno.edu.**

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

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Department Chair Date University Courses and Curricula Chair Date

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College Courses and Curricula Chair Date Provost/Academic Affairs Date

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College Dean Date

**COURSE DESCRIPTION**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.

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**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**
* **Placement within the corresponding curriculum**

**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.

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|  | **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., student learning outcomes, 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.*