REQUEST TO ADD, DROP, OR CHANGE A COURSE

Departmental Prefix: ________  Existing or New Course No. ________  Credit Hrs. ________  CIP: ________
Add “G” No. (if applicable) ________  Credit Hrs. ________

☐ ADD A COURSE  (Please proceed to page 3.)
Course Title:

☐ DROP A COURSE  (Please proceed to page 6.)

☐ CHANGE A COURSE  (Check all that apply, then proceed to page 7.)
  ☐ Course Title
  From: ________  To: ________
  ☐ Prerequisite/Description
  From: ________  To: ________
  ☐ Credit Hours
  From: ________ credit hours  To: ________ credit hours
  ☐ Course Number (include department prefix/course number)
  From: Existing course number  Insert “G” number (if applicable)  To: New course number  Insert “G” number (if applicable)
  ☐ Other  (Please indicate below)

☐ Non-substantive

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)

Contact hours per week per semester

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Recitation</th>
<th>Seminar</th>
<th>Lab</th>
<th>Indep Study</th>
<th>Clinical</th>
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Effective date 9/1/13
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.

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 | Date
(Courses numbered 4000/G-7999)

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.
Course description for a new course
Please insert course number ["xxxx/xxxxG" if appropriate] and title, credit hours, and catalog description in the designated spaces below. You may NOT use a course number that has been used previously.

Please note: if there is a “G” number and the course description is the same for both courses, simply append the “G” number to the other course number, as illustrated above. If the “G” number has a different description, please use a separate form.
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.’)

(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.
Dropping a Course

Justification
Please insert course number [“xxxx/xxxxG” if applicable] and title, credit hours, and justification in the appropriate spaces.

Justification:

Please note: if there is a “G” course, simply append the “G” number to the other course number, as illustrated above.
Changing a Course

Present catalog description:
Please insert current course number ["xxxx/xxxxG" if applicable] and title, credit hours, and catalog description in the appropriate spaces—including prerequisites.

Please note: if there is a “G” number and the requested change is the same for both courses, simply append the number of the “G” course to the first number, as illustrated above. If the changes are not the same, please use a separate form for the “G” course.

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