REQUEST TO ADD, DROP, OR CHANGE A COURSE

Departmental Prefix: CHEM  Existing or New Course No. 4000  Credit Hrs. 0  CIP: 
Add “G” No. (if applicable)  Credit Hrs. (For Academic Affairs)

X  ADD A COURSE  (Please proceed to page 3.)
Course Title: Senior Comprehensive Examination

☐ 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
☐ 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  Use this page for signatures only. Please describe requested change(s) in the box provided on the first page after completing the signature page.

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)

S E N I O R  C O M P E X A M

Contact hours per week (complete only the Fall/Spring box—see instructions)

<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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Fall/Spring (to be completed by department)

For a request to drop or change, where is the most recent description (pdf version of catalog)? page(s) _____

Effective date 6/26/13
List all courses and curricula affected by this request.

Submit request for other changes **concurrently** with this request.

<table>
<thead>
<tr>
<th>Department or unit</th>
<th>Chair or unit head signature (plus date)</th>
<th>Support</th>
<th>Not Support</th>
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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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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.

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<th>Department Chair</th>
<th>Date</th>
<th>Campus Courses and Curricula Chair</th>
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<th>College Courses and Curricula Chair</th>
<th>Date</th>
<th>Graduate Dean</th>
<th>(Courses numbered 4000/G-7999)</th>
<th>Date</th>
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**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 and one electronic copy to Leslie Culver [lculver@uno.edu](mailto:lculver@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.

**CHEM 4000 Senior Comprehensive Exam**

Prerequisite: Open to Chemistry majors with senior standing only. Students must complete a departmental checkout along with taking the ETS Major Field Test, Chemistry. The purpose of the Senior Comprehensive Examination is to assess student learning outcomes associated with the undergraduate degree in Chemistry.

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.)

This is a 0 credit course for a senior comprehensive exam. The exam will be an important way to measure our department’s ability to meet some of our stated Student Learning Outcomes that we have been laid out in our IE plan.
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.

Course Syllabus
Senior Comprehensive Exam
CHEM 4000—section 001

Instructor: XXXX
College: University of New Orleans
Semester: Spring 2014 Credit Hours: 0
Class Time: NONE
Texts: NONE
Office: XXXX
Office Phone: XXXX
Office Hours: XXXX
Prerequisite: Chemistry Major with Senior Standing

Course Description:

This is the senior comprehensive exam. There will be two meetings for this course. The first meeting will be an organizational meeting in the third week of the term to explain the procedure for taking the exam and to give basic information and study hints for the exam. The second meeting will be in the second to last week of the class. At this meeting you will show confirmation of taking the exam and fill out departmental check out information and fill out the department’s senior survey. Results of the exam will be shared individually with the students.

Grading and Classroom Procedures:

The class will not be graded. The only requirements is to take the exam, make the two meetings and fill out the appropriate paperwork.
Cell Phone Utilization Policy:

Cell Phone usage is prohibited in class. Cell phones must be silenced upon entering the classroom. Cell phones may not be used as calculators or for note taking. Any type of cell phone utilization can be cause for dismissal from class. Any exceptions to this regulation must be cleared with the instructor prior to the beginning of class.

Academic Integrity:

Students are expected to conduct themselves according to the principles of academic integrity as defined in the statement on Academic Dishonesty in the UNO Student Code of Conduct. Any student or group found to have committed an act of academic dishonesty shall have their case turned over to the Office of Student Accountability and Advocacy for disciplinary action which may result in penalties as severe as indefinite suspension from the University. Academic dishonesty includes, but is not limited to: cheating, plagiarism, fabrication, or misrepresentation, and being an accessory to an act of academic dishonesty. The Code is available online at http://www.uno.edu/~stlf/policy%20Manual/judicial_code_pt2.htm.

Accommodations for Students with Disabilities:

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 who seek accommodations for disabilities must contact the Office of Disability Services prior to discussing their individual needs for accommodation with their instructors.

Attendance Policy:

Attendance is mandatory and will be taken during the two meetings for this course.