ULM™ UCC COURSE ADDITION FORM

Submitted by (Department/College): __________________________  Date: __________

1. Course details:

   a. Title and course number: ___________________________________________________

   b. If title exceeds 20 characters (including spaces), indicate appropriate abbreviation to be
      used on the transcripts: _____________________________________________________

   c. Course description in 22 words or less (exactly as it is to appear in the catalog including
      credit hours, prerequisites, if any, and, if applicable, semesters course will be offered):

   __________________________________________________________
   __________________________________________________________

   d. Credit hours: _____  Class hours per week: _____  Lab/recitation hours per week: _____

   e. Is the course to be offered for fixed credit hours or variable credit hours? _____________
      If variable, give the range of hours. _______________________

   f. Indicate the course Activity Type (see definitions in this document): ________________

   g. Semester/Term course will first be offered: _________________________________

   h. If this course is to be cross-listed, please indicate.

   __________________________________________________________
   __________________________________________________________

   i. Maximum hours to be earned: ________________________________
2. Course justification:
   a. Does the course relate to any other course change now being proposed or anticipated? ___
      If yes, explain. __________________________________________________________
      _______________________________________________________________________
      _______________________________________________________________________

   b. What is the justification or reason for adding this course?
      _______________________________________________________________________
      _______________________________________________________________________
      _______________________________________________________________________

   c. What is the justification for offering the course at the proposed level?
      _______________________________________________________________________
      _______________________________________________________________________
      _______________________________________________________________________

   d. Which formats/methods of instruction will be used in this course?
      _______________________________________________________________________
      _______________________________________________________________________

   e. Does any part of the course duplicate material of other courses in the University? ______
      If so explain. __________________________________________________________
      _______________________________________________________________________
      _______________________________________________________________________

3. Required attachments (attach separate sheets):
   a. Syllabus or general outline of the subject matter of the course including course objectives.
   b. Copy of all affected current ULM catalog pages with desired changes indicated (course
      inserted in appropriate place in catalog listing and degree plans).
   c. Copy of approved Request to the Registrar for a New Course Number Form
   d. Routing and Approval Form

4. Other attachments if appropriate:
   a. Signature Page Form
   b. Copy of material mandating change, if appropriate (e.g., from Board of Regents,
      Accreditation Group, etc. . .)
   c. Explanatory Memo