

## SEQUENCE OF APPROVAL FOR A NEW COURSE NUMBER

1. Request for a new course offering must be initiated by Faculty member or the Department Head of the respective department. The “[Request New Course Number](#)” electronic form found on the UCC web site may be completed and submitted via the email link. The Registrar will respond with the approval or denial of the request. Copies of the approved request for number will be forwarded to the UCC chair and attached to the appropriate documentation. An alternative method is to complete a [Request to the Registrar for New Course Number](#) form and have it signed by the respective Department Head and Dean of the College. The form may be obtained in the Office of the Registrar by calling 342-5261. When either form is received and approved, a tentative course number and title are then logged.
  - A. A course number can only be reissued after it has been retired for 10 years. Closed courses within a 10-year period, for whatever reason, cannot be reactivated without Undergraduate Curriculum Committee/Graduate Council approval.
  - B. A new course abbreviation should be limited to **20 characters** in length, which includes spaces.
  - C. The course number should reflect the course level (ex. 100 - freshman, 200 -sophomore, 300 - junior, 400 - senior and dual-level courses, and 500 and above-graduate level).
  - D. Directed studies courses usually have **491** or **591** course numbers and sometimes letter listings (e.g., HIST 491A, B, C, etc.).
  - E. A new course which combines the lecture and lab must be issued a new course number which reflects the total credit hours.
  - F. The definitions of and explanations of Activity Types can be found off the “Rules, Guidelines and Procedure” page under “Definition and Terms Example”. Click on the icon to go directly to this information.
2. The Department Head and Dean must submit a copy of the approved form with the new course number, title, credit hours, description, and the semester the course will be first offered, dependent upon course level, to the Undergraduate Curriculum Committee and/or Graduate Council for approval.
3. Undergraduate Curriculum Committee and/or Graduate Council meets and reviews request. The committee then makes the recommendation to Approve/Not Approve/Table the request.
4. Undergraduate Curriculum Committee or Graduate Council Chairperson, where required, submits minutes to Vice President for Academic Affairs for approval. Minutes are circulated to committee members, Academic Affairs, University Planning and Analysis Office, Registrar, Assistant Registrar for Administrative Services for Academics, and Academic Deans.
5. If a number has been tabled, the Assistant Registrar for Administrative Services for Academics will tentatively hold the course number until a decision has been made regarding

the request. If the request is denied, the course number will be reinstated into the Master Course Number File.

6. Questions regarding the status of a request should be directed to the Chairperson of the respective committee/council.
7. University Planning and Analysis Office enters the course changes in the Course Inventory file **only after** the approved minutes have been received in that office.
8. Once a course has been added to the course inventory file, the new course may be added by a Department to the **Schedule of Classes** for a particular semester/term by sending an official **ADDING A COURSE TO THE CLASS SCHEDULE** form to Assistant Registrar for Administrative Services for Academics.
9. **Board of Supervisors' rules states in Academics Section VII on page I-3:** "For one semester hour of credit, a class shall meet a minimum of 750 minutes in **no less** than five days. For two semester hours of credit, a class should meet a minimum of 1,500 minutes in *no less* than ten days. A three semester hour course should meet a minimum of 2,250 minutes in *no less* than 15 days. A final exam period may be counted as class time when computing required minutes and required days." Consult with the Office of Continuing Education regarding class attendance time periods for Internet, Telecourse, and Distance Learning courses.