Process

All course changes and new course requests must be approved by departments, colleges, the Graduate School (if a graduate level course), the University (via University Curriculum Committee), and the Statewide Course Numbering System (SCNS) prior to implementation. The UF Approval website is used to transmit the request through each stage of the approval process. All course changes and new course requests must be uploaded and submitted and all decisions will be communicated through approval.ufl.edu.

Anyone with a valid Gatorlink username and password can access approval.ufl.edu, however only those with “approver” access will be able to submit decisions. If you need to request or change approver access, you can email approval@ufl.edu. Instructions for uploading documents are found on the Approval website.

Levels of Approval

- Each college has its own process; however, this is typically done after the College Curriculum Committee approves the action.
- **This step is only necessary if the action requested is for a graduate level course.

Required Documents

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<th>New Course Requests</th>
<th>Course Changes</th>
<th>Course Terminations</th>
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<tr>
<td>▪ Completed UCC1 form</td>
<td>▪ Completed UCC2 form</td>
<td>▪ Completed UCC2 form</td>
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<tr>
<td>▪ Syllabus Checklist</td>
<td>▪ Syllabus Checklist (course description changes or credit hour changes only)</td>
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<td>▪ Complete Syllabus</td>
<td>▪ Complete Syllabus (course description changes or credit hour changes only)</td>
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<td>▪ External Consultation form if possible overlap with other departments</td>
<td>▪ External Consultation form (when appropriate)</td>
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An explanation of each field on UCC1 & UCC2 forms is found on pages two and three.
Complete the form entirely, please do not enter “see attached”.

**Department Name and Number:** Academic unit and 9-digit code for the department responsible for teaching the course. Please do not use abbreviations or acronyms.

**Recommended SCNS Course Identification:** SCNS will assign final prefix and number.
- **Prefix:** Three letter code indicating placement of course within the discipline.
- **Level:** A one digit code preceding the course number that indicates level (e.g., 1=freshman, 2=sophomore, etc) at which the course is taught. Please note, upper level courses should have proper prerequisites to target the appropriate audience for the course.
- **Course Number:** A three digit code indicating the specific content of the course based on the SCNS taxonomy and course equivalency profiles. For New Course Requests this may be XXX until SCNS assigns the appropriate number.
- **Lab Code:** Indicates whether the course is lecture only (leave blank), lab only (L), or a combined lecture and lab (C).
- **Course Title:** The title of the course as it will appear in the catalog. The transcript will only display 21 characters (including spaces) for course titles. Please limit titles to 21 characters or it will be abbreviated as needed.

**Effective Term and Year:** The term and year requested for when the course will first be offered or the changes first implemented. Courses cannot be implemented or changed retroactively; the actual effective term cannot be prior to SCNS approval, which must be obtained prior to the first day of classes for the effective term.

**Rotating Topic:** Check “Yes” if the course will have varying topics depending on when it is offered.

**Amount of Credit:** The number of credits awarded to the student upon successful completion. Credit hours are regulated by Rule 6A-10.033, FAC.

**Contact Hour:** *Base* hours are the number of hours per week the professor is in “face to face” contact with the class over a 16 week semester. For example, a typical 3 credit hour course would meet 3 hours a week and have 3 base hours. If the course does not meet over 16 weeks use the following formula:

\[
\text{(Number of hours the class meets per week)} \times \frac{(\text{Number of weeks the class meets})}{16}
\]

*Headcount* hours are used when the contact between the student and the professor is on an individual basis (i.e. a Supervised Research course). To determine the appropriate number of headcount hours use the following formula:

\[
\text{(Average number of contact hours per student per week)} \times \frac{(\text{Number of weeks class meets})}{48}
\]

Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding calculating contact hours.

**S/U Only:** If the course is marked S/U only, it cannot be taught for a letter grade other than S or U.

**Repeatable Credit:** If the course may be repeated for credit, please indicate the number of total credits allowed.

**Variable Credit:** If the course will be offered with variable credits, a minimum and maximum credit amount are required.

**Course Description:** A brief narrative description of the course content. This description will be published in the Academic Catalog which is limited to 50 words or less.
**Prerequisites:** Indicate all requirements that must be satisfied prior to enrollment in the course. The prerequisite will be published in the Academic Catalog and enforced in the registration system.

Completing Prerequisites on UCC forms:
- Use “&” and “or” to conjoin multiple requirements; do not use commas, semicolons, etc.
- Use parentheses to specify groupings in multiple requirements.
- Specifying a course prerequisite (without specifying a grade) assumes the required passing grade is D-. In order to specify a different grade, include the grade in parentheses immediately after the course number. E.g. MAC 2311(B) indicates that students are required to obtain a grade of B in Calculus I. MAC2311 by itself would only require a grade of D-.
- Enumerate all majors or minors included (if all majors in a college are acceptable, the college code is sufficient).
- “Permission of department” is always an option so should not be included in any prerequisite or co-requisite.
- Prerequisites will be automatically checked for each student attempting to register for the course.

**Example:** A grade of C in HSC 3502, passing grades in HSC 3057 or HSC 4558, and major/minor in PHHP should be written as follows:

HSC 3502(C) & (HSC 3057 or HSC 4558) & (HP college or (HS or CMS or DSC or HP or RS minor))

**Co-requisites:** Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system.

**Degree Type:** Mark all appropriate degree types.

**Category of Instruction:** Introductory are those that require no prerequisites and are general in nature. Intermediate courses require some prior preparation in a related area. Advanced courses require specific competencies or knowledge relevant to the topic prior to enrollment.

**Rationale:** Explain the place of a new course in the curriculum or reasoning for adding course to the curriculum.

**Department Contact:** Provide information for the appropriate contact person in the department that can address questions of the committees.

**College Contact:** Provide information for the appropriate person in the college that can address questions of the committees.

**Terminate Course:** If the course is being discontinued, mark yes and indicate the effective term.