# UCC1: New Course Transmittal Form

**Recommended SCNS Course Identification**

1. Prefix: **XXX**    2. Level: **Select**    3. Number: **XXX**    4. Lab Code: **Select**

5. Course Title: **Click here to enter transcript title.**

6. Transcript Title (21 character max.): **Click here to enter transcript title.**

7. Effective Term: **Select**    8. Effective Year: **Select**    9. Rotating Topic: **Select**

10. Amount of Credit: **Select**    11. If variable, **#** min. and **#** max. credits per semester.

12. Repeatable Credit: **Select**    13. If yes, **#** total repeatable credit allowed.

14. S/U Only: **Select**    15. Contact Type: **Select Contact Type**

16. Degree Type: **Select**    17. If other, specify: **Click here to enter text.**

18. Weekly Contact Hours: **XXX**    19. Category of Instruction: **Select**

20. Delivery Method(s):    On-campus ☐    Off-campus ☐    Online ☐

21. Course Description (50 words maximum)

Click here to enter text.

22. Prerequisites

Click here to enter text.

23. Co-requisites

Click here to enter text.

24. Rationale and Placement in Curriculum

Click here to enter text.

25. Course Objectives

Click here to enter text.

26. Course Textbook(s) and/or Other Assigned Reading

Click here to enter text.

27. Weekly Schedule of Topics

Click here to enter text.

28. Grading Scheme

| Type of Assessment, Activity or Other Assignment | Percent of Grade |
|---|---|
| Click here to enter text. | # |

29. Instructor(s)

Click here to enter text.

**Itemized Instructions**
1.  **Prefix**. Enter the three letter code indicating placement of course within the discipline (e.g., POS, ATR, ENC). Note that for new course proposals, in rare cases SCNS will assign a different prefix.
2.  **Level**. Select the one digit code preceding the course number that indicates the course level at which the course is taught (e.g., 1=freshman, 2=sophomore, etc.).
3.  **Number**. Enter the 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 an appropriate number.
4.  **Lab Code**. Enter the lab code to indicate whether the course is lecture only (blank), lab only (L), or a combined lecture and lab (C).
5.  **Course Title**. Enter the title of the course as it should appear in the Academic Catalog.
6.  **Transcript Title**. Enter the title that will appear in the transcript and the schedule of courses. Note that the transcript must be limited to 21 characters (including spaces and punctuation). Titles longer than 21 characters will either be abbreviated as needed or cause the approval request to be recycled.
7.  **Effective Term**. Select the requested term that the course will first be offered. Selecting "Earliest" will allow the course to be active in the earliest term after SCNS approval. If a specific term and year are selected, this should reflect the department's best projection. Courses cannot be implemented retroactively, and therefore 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. SCNS approval typically requires 2 to 6 weeks after approval of the course at UF.
8.  **Effective Year.** Select the requested year that the course will first be offered. See preceding item for further information.
9.  **Rotating Topic**. Select "Yes" if the course will have rotating (varying) topics in different terms. For rotating topics courses, the course title in the Schedule of Courses and the transcript can vary with the topic.
10. **Amount of Credit**. Select the number of credits awarded to the student upon successful completion, or select "Variable" if the course will be offered with variable credit and then indicate the minimum and maximum credits per section. Note that credit hours are regulated by Rule 6A-10.033, FAC.
11. If you selected "Variable" for the amount of credit, indicate the minimum and maximum number of total credits.
12. **Repeatable Credit**. Select "Yes" if the course may be repeated for credit. Some courses, such as independent study courses, will have rotating (variable) topics. Students may be allowed to repeat these courses provided the content is different.
13. If you checked "Yes" for repeatable credit, indicate the maximum number of total repeatable credits allowed per student.
14. **S/U Only.** Check this option if students should be graded as S-U in the course. Note that each course must be entered into the UF curriculum inventory as letter-graded or S-U. A course may not have both options.
15. **Contact Type**. Select the best option to describe course contact type. This selection determines whether base hours or headcount hours will be used to determine the total contact hours per credit hour. Note that the headcount hour options are for courses that involve contact between the student and the professor on an individual basis. The following options are available:
    a.  Regularly Scheduled [base hr]
    b.  Thesis/Dissertation Supervision [1.0 headcount hr]
    c.  Directed Individual Studies [0.5 headcount hr]
    d.  Supervision of Student Interns  [0.8 headcount hr]
    e.  Supervision of Teaching/Research [0.5 headcount hr]
    f.  Supervision of Cooperative Education [0.8 headcount hr]
    Contact the Office of Institutional Planning and Research (352-392-0456) with questions regarding contact type.
16. **Degree Type**. Select Baccalaureate, Graduate, Professional or Other.
17. If you selected "Other" for degree type, specify the type.
18. **Total Contact Hours**. Indicate the number of hours faculty will have contact with students each week on average throughout the duration of the course.

19. **Category of Instruction**. Indicate whether the course is introductory, intermediate or advanced. Introductory courses 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.
    - 1000 and 2000 level = Introductory undergraduate
    - 3000 level = Intermediate undergraduate
    - 4000 level = Advanced undergraduate
    - 5000 level = Introductory graduate
    - 6000 level = Intermediate graduate
    - 7000 level = Advanced graduate
    - 4000/5000 and 4000/6000 levels = Joint undergraduate/graduate (these must be approved by the UCC and the Graduate Council)
20. **Delivery Method(s)**. Indicate all platforms through which the course is *currently planned* to be delivered.
21. **Course Description**. Provide a brief narrative description of the course content. This description will be published in the Academic Catalog and is limited to 50 words or less. See course description guidelines.
22. **Prerequisites**. Indicate all requirements that must be satisfied prior to enrollment in the course. Prerequisites will be automatically checked for each student attempting to register for the course. The prerequisite will be published in the Academic Catalog and must be formulated so that it can be enforced in the registration system. Please note that upper division courses (i.e., intermediate or advanced level of instruction) must have proper prerequisites to target the appropriate audience for the course.
    - Completing Prerequisites on UCC forms:
      - Use "&" and "or" to conjoin multiple requirements; do not used 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. For example, "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-.
      - Specify 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 it should not be included in any prerequisite or co-requisite.
    - 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))
23. **Co-requisites**. Indicate all requirements that must be taken concurrently with the course. Co-requisites are not checked by the registration system.
24. **Rationale and Placement in Curriculum**. Explain the reason for adding the course to the curriculum and how the course will fit into the curriculum.
25. **Course Objectives**. Describe the core knowledge and skills that student should derive from the course. The objectives should be both observable and measurable.
26. **Course Textbook(s) and/or Other Assigned Reading**. Enter the title, author(s) and publication date of textbooks and/or readings that will be assigned, or a representative list of readings.
27. **Weekly Schedule of Topics**. Provided a projected weekly schedule of topics. This should have sufficient detail to evaluate how the course would meet current curricular needs and the extent to which it overlaps with existing courses at UF.
28. **Grading Scheme**. List the types of assessments, assignments and other activities that will be used to determine the course grade, and the percentage contribution from each. This list should have sufficient detail to evaluate the course rigor and grade integrity.
29. **Instructor(s)**. Enter the name of the planned instructor or instructors, or "to be determined" if instructors are not yet identified.