UCC1 and UCC2 Form Instructions

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. Visit the following web link to identify department codes. [http://www.hr.ufl.edu/training/myUFL/toolkits/chartfields.asp](http://www.hr.ufl.edu/training/myUFL/toolkits/chartfields.asp)

**Recommended Statewide Course Numbering System (SCNS) Course Identification:** SCNS will assign the final prefix and number.

**Prefix:** Three letter code indicating placement of course within the discipline. Example: POS, ATR, ENC.

**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.

**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 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 for course titles. Please limit transcript titles to 21 characters or they 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. The effective year and term should reflect the department’s expectations. However, 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. SCNS approval could take between 1 and 4 weeks.

**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.
**Base and Headcount Hours:** You must report either base hours or headcount hours depending on the type of course proposed.

*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:

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

*Headcount* hours should be calculated if the course being developed or changed involves contact between the student and the professor on an individual basis. For example a professor overseeing an independent study, individual work, or supervised research course would need to report contact hours.

To determine the appropriate number of headcount hours, use the following formula:

Multiply the average number of hours that the instructor spends with an individual student each week by the number of weeks that the instructor meets with students to complete the independent work. Finally, divide this number by 48.

For example, if you spend on average 3 hours per week for 16 weeks with your student(s) = 48. Divide by 48 = 1 headcount hour.

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

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, 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 maximum number of total repeatable credits allowed per student. Some courses, such as independent study courses will have variable topics. Students may be allowed to repeat these courses as long as the content is different.

**Variable Credit:** If the course will be offered with variable credits a minimum and maximum credit amount per semester are required. Maximum 6 credit hours.

**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. See course description guidelines.

**Prerequisites:** Indicate all requirements that must be satisfied prior to enrollment in the course. Please note upper division courses must have proper prerequisites to target the appropriate audience 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.
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 it 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.

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 (must be approved by the UCC and the Graduate Council), see UCC Policies (link)

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.