

# Undergraduate Course Review Committee (UCRC) Responsibilities, Procedures, & Policies Manual For New, Revised, or Deleted Courses

## Overview

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The Undergraduate Course Review Committee (UCRC) is a subcommittee of the Undergraduate Council, which is a committee of the UCF Faculty Senate. UCRC has the responsibility to review all undergraduate course additions, revisions, or deletions, and special topics course requests, and to make recommendations on the allocation of the Materials and Supply Fee to the Vice Provost and Dean of Undergraduate Studies. This document provides guidance to Colleges for submitting requests for new, revised, or deleted courses and Material and Supplies Fees to UCRC.

## *I. Operations of UCRC*

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### **Composition:**

The composition of the committee is specified by the Faculty Senate Constitution (Bylaws, VII, A. 2. b). If a representative cannot attend, another faculty may attend. It is the responsibility of the representative to notify the UCRC Assistant at [ucrc@ucf.edu](mailto:ucrc@ucf.edu) in writing if a member cannot attend and who their proxy is (for more information on the policy for proxy, see Faculty Senate Constitution section VII). The current list of members may be accessed at [undergradsstudies.ucf.edu/faculty/ucrc/members](http://undergradsstudies.ucf.edu/faculty/ucrc/members).

### **UCRC General Policies:**

1. Generally, regularly scheduled meetings fall on the first Tuesday of every month. This may vary based on scheduled holidays or similar considerations for optimal scheduling. One additional special meeting is held in mid-November to hear Materials and Supplies Fees requests.
2. All course changes are to be entered into the Course Database (as a “course action request”) and must be approved at the College level by the published submission deadlines before they can be considered at UCRC.
3. Possible duplications and conflicts with other departments or colleges must be discussed with the appropriate parties prior to submission to UCRC. Documentation of these discussions between affected parties should be noted in the course action request. Failure by the proponent to initiate discussions in cases of obvious conflict may result in the tabling of the proposal by UCRC.
4. Agendas are distributed to committee members 5 working days before the upcoming meeting. Agenda submission deadlines are calculated to fall on the Friday before the Tuesday occurring two weeks in advance of the upcoming meeting; please check the schedule for specific submission guidelines at [undergradsstudies.ucf.edu/faculty/ucrc/ucrc\\_schedule.php](http://undergradsstudies.ucf.edu/faculty/ucrc/ucrc_schedule.php). Materials and Supplies Fees requests have a deadline at the end of October.
5. Representatives for any course action request to be presented at the meeting should attend the concordant UCRC meeting in order to respond to any questions.
6. UCRC recommendations are subject to approval by the Dean of Undergraduate Studies and the Provost.
7. Approved course action requests are forwarded by the Associate Dean of Undergraduate Studies to the State Common Numbering System (SCNS), which assigns a course number, if appropriate, and updates the state course catalog. SCNS may not approve certain course additions or revisions, or may return requests for further revision.
8. The Office of Undergraduate Studies will notify the colleges of these Procedures for New, Revised, and Deleted Courses and Materials & Supplies Fees at the beginning of each Fall semester.

## ***II. Course Action Requests***

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### **Overview**

Undergraduate courses in the UCF catalog of courses are added, revised, or deleted via a Course Action Request (CAR). CARs are entered into the Course Database at the College level (although some Colleges may have policies that the Department offering the course performs the data entry). Upon approval at the College level, the appropriate College approver marks a CAR as College approved; this action simultaneously submits the CAR to UCRC, and in the normal course of events, the CAR will appear at the next scheduled UCRC meeting, provided it was submitted prior to the published submission deadline.

### **Deadlines and Effective Dates**

All course action requests must be submitted at or before the January UCRC meeting in order to be effective for the upcoming catalog year. Fully approved course action requests become effective on May 1 of the upcoming catalog year for the Summer semester. Note that approval by the State is required; in rare cases State approval may be delayed, which in turn may impact the effective date and whether a new course or a revision to an existing course is published in the Undergraduate Catalog.

All Materials & Supplies Fees requests are heard at the mid-November meeting of UCRC. There is a separate deadline for submitting Materials & Supplies Fees requests. Consult the published UCRC schedule.

With the exception of Materials & Supplies Fees requests, all fully approved course action requests become effective on May 1 of the upcoming catalog year for the Summer semester (for example, fully approved CARs submitted from mid Spring 2013 until January 2014 become effective on May 1, 2014 for the 2014-2015 catalog year, assuming timely approval by the State). New and revised Materials & Supplies Fees are published in the same catalog, but are implemented and collected beginning the Fall semester of that year.

### **Course Action Requests**

Course Action Requests are required to effect any change to a course, including:

#### **A. New Courses**

To request a new permanent course, complete a New Course CAR. New courses obtain a permanent number from SCNS; Colleges/Departments may request a specific prefix and level (first digit), but ultimately SCNS determines the prefix and number (last three digits). In some cases, it may be necessary to document why an upper level number is appropriate.

New Course CARs must have a syllabus attached. Additionally, the Books/Texts, Objectives/Outcomes, and Topics fields must be filled in.

Colleges and Departments should list those prerequisites they determine are necessary for student success. Appropriate prerequisites are the primary method by which to document that a course is upper level.

A new course approved by UCRC may be offered as a special topics course in subsequent semesters until the new course becomes effective on May 1 of the upcoming catalog year. The special topics course will have the generic special topics number (usually 3930 or 4932 with the requested prefix) and the title and abbreviation will be prefixed by "ST:".

#### **B. Special Topics Courses**

A Special Topics course is a course intended to gauge student interest in the topic, to accommodate faculty specialties, or for other reasons. A Special Topics course may only be offered twice (four times

for Honors Special Topics); requests for renewals are handled like new requests, but must be accompanied by justification for why the course is not being made permanent.

Special Topics courses do not receive a permanent number. All undergraduate special topics courses receive the requested prefix and one of the numbers 3930 or 4932. The title and abbreviation of a special topics course are always prefixed by "ST:".

### **C. Course Revisions**

Course revision CARs are completed to revise any aspect of an existing permanent course. Substantial changes may initiate a prefix/number change by SCNS. Requested changes in the level of the course (from lower to upper or upper to lower) should be documented by the published prerequisites and/or course description.

Substantial changes must be accompanied by a current syllabus.

In general, offering the revised course as a special topics course prior to the effective date, while possible in limited circumstances with appropriate justification, is strongly discouraged. Colleges and departments should be mindful of deadlines.

The Common Program Oversight Committee (CPOC) must approve all revisions to courses listed in the General Education Program (GEP) before they appear at UCRC. Colleges should consult with the Associate Dean of Undergraduate Studies regarding such courses well in advance of UCRC submission deadlines.

### **D. Course Deletions**

Course deletions are processed by Delete Course CARs. In some cases, deleting a course necessitates changing prerequisites of other courses, or editing a degree program that lists the course. Delete Course CARs with these characteristics will not be put on a UCRC agenda until the corresponding actions are taken: any course having the deleted course as a prerequisite must have a Revise Course CAR submitted before or simultaneously, and any degree program, minor, or certificate listing the deleted course must be edited and approved at UPCC.

### **E. Course Continuations**

The State Board of Education Rule 6A-10.0331 mandates that courses not taught for five years either be deleted from the catalog or be reviewed in the same manner that the institution reviews new courses. At UCF, this review is called a Course Continuation. Each year, the Associate Dean of Undergraduate Studies will prepare and distribute to Colleges a report of undergraduate courses that have not been offered in the previous five-year period. Colleges are required to either (1) delete such courses via a Delete Course CAR; (2) submit a Course Continuation CAR outlining plans to offer the course in the next five years; or (3) if the course needs revision, submit a Revise Course CAR and outline plans to offer the course in the next five years.

### **F. New & Revised Materials & Supplies Fees**

Requests for new and revised Materials and Supplies Fees are heard at the mid-November meeting of UCRC. Colleges must submit requests for Materials and Supplies Fees via the "M&S Fee" tab in the Course Database by the published deadline. Materials and Supplies Fees are authorized by the Board of Governors for "... items which are consumed in the course of the student's instructional activities, excluding the cost of equipment and equipment repairs and maintenance" (BOG 7.003 (10)). The Provost has capped Materials and Supplies Fees for a course at \$70; ordinary printing paper is not approved, nor are expenditures for tests and syllabi.

The hard copy form "Materials and Supply Fee Request" available at [undergraduestudies.ucf.edu/faculty/forms.php](http://undergraduestudies.ucf.edu/faculty/forms.php) is for the Colleges' convenience only. Itemized details

must be entered in the Course Database. Best practices are to take the itemized details from actual documented expenditures.

M&S Fees undergo a five-year review. The Associate Dean of Undergraduate Studies will prepare and distribute to Colleges a report of M&S Fees requiring review in a given year. Colleges may revise, leave intact, or delete the M&S Fee altogether.

New and revised M&S Fees are published in the upcoming catalog on May 1 of the given year, but by UCF policy implementation and collection of new and revised fees starts with the Fall semester.

## Resources and Style Guide:

1. Prefixes/Numbers: Colleges may suggest the prefix and last three digits of the course number, and may specify the first digit of the course number. Colleges should consult the SCNS taxonomy at [scns.fldoe.org/scns/public/pb\\_inst\\_dtl.jsp](http://scns.fldoe.org/scns/public/pb_inst_dtl.jsp) to determine an appropriate prefix and last three digits. The first digit is the level indicator: 1 and 2 denote lower level courses generally taken by freshmen and sophomores, 3 and 4 denote upper level courses generally taken by juniors and seniors.

The State generally respects level requests, but care should be taken to justify why a particular course should be upper level. Appropriate prerequisites are the best indicators of the level of the course.

The State will take suggestions on prefix/last three digits into account, but the state content expert and/or discipline committee ultimately has freedom to assign prefix/last three digits. In particular, the prefix is based on the discipline taxonomy, and not on the department offering the course.

Common practice has been not to suggest the last three digits: it is perfectly acceptable to enter a course action request for new (and in some cases, revised) courses with the suggested prefix and level, and undetermined last three digits: for example, ENC 4XXX.

2. Title, Description, Prerequisites:
  - a. There is currently no character limit for the title of a course, but it is good practice to be relatively brief. Generally speaking, the title should not contain any abbreviations (except for discipline-appropriate abbreviations).
  - b. The course description is limited to 25 words; this usually means the description has odd sentence structure and odd punctuation. The 25-word limit excludes grading basis, repeatability, and term-of-offering statements.
  - c. Care should be exercised in the prerequisite statement to ensure the logic is as intended. In particular, it should be clear that a comma is intended as either “and” or “or”, and where it is not clear, the appropriate word should be used. In some cases, parenthesized expressions are acceptable if necessary to clarify the intent of a prerequisite statement.
3. Style guide:
  - a. The title and 30-character abbreviation of Honors courses must start with the word “Honors”.
  - b. For “Consent of Instructor”, use “C.I.” (and not “CI”)
  - c. When consent of the Burnett Honors College is required (particularly for Honors courses), use “Consent of Honors” in the prerequisite statement.
  - d. For Honors courses, when using the phrase “With Honors content” or something similar, be sure Honors is capitalized.
  - e. When specifying a grade requirement in the prerequisite statement, use a phrase similar to “... with a “C” (2.0) or better”. In particular, put the grade in quotation marks, and the corresponding grade point in parenthesis.
  - f. In the 30-character abbreviation, do not use periods after abbreviations.