Form to Add, Remove, or Modify Service Learning Courses

Service learning is a teaching and learning approach that integrates community service projects with academic studies to enrich learning, teach civic responsibility, and strengthen the communities in which we live and work. In order to designate a course as a Service Learning Course, please submit this cover sheet along with the University Courses and Curriculum Committee (UCCC) “Add/Drop/Change” form, available at http://www.uno.edu/uccc/forms.aspx

Best practices were reviewed, and a summary of program types is included at the end of this form to aid in the creation of service learning opportunities. The document was found on the William & Mary University’s Sharpe Community Scholars website and is an excerpt from Fundamentals of Service Learning Course Construction by Kerrissa Heffernan.

Please note that the UCCC “Add/Drop/Change” form requires approval from Department Chair, College Dean, and the College Courses and Curricula Chair, before it is submitted to UCCC.

DEADLINES FOR SUBMISSION
For Fall: February 15**
For Spring: October 15*

COURSE INFORMATION

<table>
<thead>
<tr>
<th>Subject:</th>
<th>Course number:</th>
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</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>CIP Code:</td>
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ACTION REQUESTED (choose one)

- **NEW COURSE** Please include Add/Drop/Change form and, on the following page, an explanation of how the course meets the service learning SLOs.
- **CHANGE COURSE** Please include Add/Drop/Change form and, on the following page, an explanation of how the course meets the service learning SLOs.
- **DESIGNATE SECTION OF EXISTING COURSE AS SERVICE LEARNING** Please include Add/Drop/Change form and, on the following page, an explanation of how the section meets the service learning SLOs.
- **DROP A COURSE WITH SERVICE LEARNING SECTION** Please include Add/Drop/Change form

*If the 15th falls on a Friday or a holiday, the due date will be the next business day
**For designating a section of an existing course, deadline is April 15
Please provide an explanation of how your proposed service project serving a community need is integrated into the course content. Be sure to include details on 1) structured reflection, 2) course assessment and evaluation criteria, and 3) the nature of the work students will be doing during their required 25 hours of service over the duration of the course.
Part 1: Forms Guidelines

Forms are located on Sharepoint/Committees/Courses and Curriculum/C&C Forms.
https://sharepoint.uno.edu/gov/facultycouncil/cc/CC%20FORMS/Forms/AllItems

Add Drop Change Course Form
This form is used for adding, dropping or changing a course

Please pay attention to the following while completing the form for these purposes:

Add Course:
1. Course title
2. Course number and CIP code (Make sure the course number has never been used before).
3. Cross-listed departments (if applicable).
4. Stipulate the maximum repeat limit for hours and number of attempts
5. Specify prerequisite and departamental consent requirements (if applicable).
6. Document how the course will meet the degree requirement and student learning outcomes.

Drop Course:
1. Inform and list on the form all the departments and curricula affected by the drop.
2. If a course is dropped it will be rendered inactive and can be activated again only by going through the same review channels.

Change Course:
1. Highlight, strikethrough or underline the changes requested.
2. Specify the new CIP code (if applicable).
3. Stipulate the maximum repeat limit for hours and number of attempts if changed.
4. Specify prerequisite and departmental consent requirements if changed.

Add Course Prior to Approval Form
This form is used only for adding a course prior the semester for which the course was approved

Fast Track Form
This form is used for non-substantive changes such as correcting grammar, misspellings, references to previously deleted courses, etc.

1. Removing or changing prerequisites and repeat course limits is allowed, but may require approval from departments/units affected by change, if applicable. Form is streamlined, but still needs to be reviewed by UCCC and/or Graduate Council.
2. One form can be used to make changes to multiple courses.
3. Highlight, strikethrough or underline the changes requested.
4. Put graduate and undergraduate course changes on separate forms.
Streamlined Course Drop Form
This form is used only for dropping multiple courses at one time. Please inform all departments affected by the drop. Courses can only be made inactive and are never deleted.

Program of Study Requirements
The purpose of this form is to assist with planning and advising. Completed forms will be posted in the catalog and on the website.

Part 2: Definitions

Prerequisites: Completion or concurrent enrollment of a single course or a set of courses or departmental consent, which is required prior to enrolling in another course, is called prerequisite. Specify the following in respect to prerequisites:
   1. If departmental consent is required.
   2. Wording used in the description of the prerequisite is important and please choose one of the following:
      a. Course A and higher - This implies that if the student has completed course A or higher, only then the system will allow the student to enroll in the course desired.
      b. Course A This implies that if the student has completed course A, only then the system will allow the student to enroll in the course desired.
      c. Eligible for Course A - This implies that if the student is eligible for enrolling in course A on the basis of their placement. (ACT/SAT/COMPASS scores or bypass credit), only then the system will allow the student to enroll in the course desired.
      d. Eligible or credit for Course A or higher - This implies that if the student is eligible for enrolling in course A on the basis of their placement (ACT/SAT/COMPASS scores or bypass credit) or has completed course A or higher, only then the system will allow the student to enroll in the course desired.
      e. Please separate all Boolean logic (or, and, etc.) with parenthesis.
      f. Prerequisite should be described at the beginning of the course description.

Repeat Limits: The maximum number of hours that are allowed for a specific course. Specify the following in respect to repeat limits:
   1. The number of times the course can be repeated. (Repeat Limit)
   2. The maximum hours for which the course can be repeated. (Repeat Hours)
   3. The repeat hours should not exceed the total hours accrued by the repeat limit.
   4. All cross listed courses share repeat hours.
   5. Should a student be allowed multiple enrollments in the same term.

Suggested language for repeatable courses:
   1. If you are not limiting the number of times a course can be repeated: "May be repeated for credit."
2. If you are limiting the number of times a course can be repeated. Do not use the word repeat in this instance, but use may be taken: "May be taken 2 times for a maximum of 6 credit hours."
3. The number of times the course can be taken should equal the credit hours that can be earned: "May be taken 3 times for a maximum of 9 credit hours."

Cross-listings: All courses that share a course ID number share their repeat limits and course descriptions. If a change is being made to the repeat limits or the description of one of the courses, it will automatically change the same for the other cross-listed courses. If at any point the courses are to be "un" cross-listed, then it will be considered as adding a new course.

Louisiana Board of Regents Category Definitions
Effective March 1997

A Minor is that part of a Degree Program which consists of a specified group of courses in a particular discipline(s) or field(s), consisting usually of 15% or more of total hours required in an undergraduate curriculum. Minors may be instituted by the affected system and campus without prior approval by the Board of Regents.

An Option is an alternative track of courses within a Major, accounting for at least 50% of the Major requirements. Establishment of an Option requires prior approval by the Board of Regents.

A Concentration is an alternative track of courses within a Major or Option, accounting for at least 30% of the Major requirements. Concentrations may be instituted by the affected system and campus without prior approval by the Board of Regents.

A Degree Title is the complete label of a Degree Program, consisting of a Degree Designation (e.g., Associate of Science) and the Degree Subject Area (e.g., Biology). It is listed in the Board of Regents' Inventory under the categories "Degree Level" and "Degree Description/Option" (e.g., A.S. in Biology).

A Curriculum is a description of required and elective courses for a Degree Program.

A Major is that part of a Degree Program which consists of a specified group of courses in a particular discipline(s) or field(s). The name of the Major is usually consistent with the Degree Subject Area. A Major usually consists of 25% or more of total hours required in an undergraduate curriculum. Establishment of a Major requires prior approval by the Board of Regents.

NOTE: For consistency and clarity the terms "Emphasis," "Track," "Specialization," or any word other than those listed above describing the sub-unit of a Major may not be used on diplomas, transcripts, or in catalogs.