



Undergraduate New Course Request Form

Use for courses 100-499. No "G" courses.

Department Name: _____		Effective Term and Year: _____		
Program Name: _____ <input type="checkbox"/> Existing Program <input type="checkbox"/> New Program <input type="checkbox"/> Proposed Program not yet approved by the BoR				
Justification: Comment on present and future availability of faculty, equipment, and other resources needed for this course:				
Will this impact other Departments? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, which department? _____				
Do any other departments currently offer courses which may overlap this new course? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, does that department agree that there is no significant conflict or overlap in coverage? <input type="checkbox"/> Yes <input type="checkbox"/> No Department/individual Consulted: _____				
New Course Information: (Required)	Prefix: _____ Number: _____ Credit: _____ Lab: _____ Lecture: _____ Schedule Type: _____ / _____ Grading Option: _____	Course Title: _____		
	30 Character Max Abbreviation: _____	CIP Code: _____		
Description: 				
Prerequisite(s): _____		Co-requisite(s): _____		
Pre/Co-requisite(s): _____				
Restriction(s): _____				
Repeatable Credit: <input type="checkbox"/> Yes <input type="checkbox"/> No		Repeatable Credit Limit: (choose one) Maximum number of times: _____ Maximum number of hours: _____ <input type="checkbox"/> Unlimited		
		Variable Credit: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, __ min and __ max credits Variable Topic: <input type="checkbox"/> Yes <input type="checkbox"/> No		
		Pre/Co-Requisite for other Course? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, provide courses: _____		
ADMIN USE ONLY AA REVIEWED _____ PROCESSED _____ REGO PROCESSED _____	Name	Phone Ext/Email	Signature	
	Submitted By			Date
	Department Head			
	Academic Dean			
	Office of Academic Programs			

Upon approval by the Academic Dean, email the signed form **directly** to academicprograms@louisiana.edu. The Office of Academic Programs will record as received, review for compliance with the University style guide and completion of information, approve, and process. Check your college OneDrive folder for updates.