

## Create a New Course

Requests for new courses may be submitted by a faculty member or academic unit at any time.

### Required Documents

- [UCC1 form](#) – download, complete electronically and save to your computer (refer to the [UCC1/2 Form Instructions](#) page for an explanation of the form fields)
- Complete syllabus (refer to the [UF syllabus policy](#) page for required and recommended elements)
- [Syllabus Checklist form](#) – download, complete electronically and save to your computer
- [External Consultation form](#), if appropriate – download, complete electronically and save to your computer (refer to the [External Consultations](#) page for policies and instructions)

## Modifying or Terminating a Course

The following changes to existing courses may be requested via a course change request:

- Course number or lab code
- Title and/or transcript title
- Credit hours and contact hours (this change requires submission of a syllabus)
- [Rotating topic](#) designation
- S/U option
- Repeatable credit option
- Variable credit option
- Course description (this change requires submission of a syllabus)
- [Prerequisites](#) and/or [co-requisites](#)
- Close (terminate) a course

Note that major revisions to the course content may require a new course number, which may require termination of the existing course and a request to add a new course.

### Required Documents

- [UCC2 form](#) – download, complete electronically and save to your computer (refer to the [UCC1/2 Form Instructions](#) page for an explanation of the form fields)
- If the request includes a ***change in the course description or credit hours***, the following are also required;
  - Complete syllabus (refer to the [UF syllabus policy](#) page for required and recommended elements).
  - [Syllabus Checklist form](#) (if required above) – download, complete electronically and save to your computer

- [External Consultation form](#), if appropriate – download, complete electronically and save to your computer (refer to the [External Consultations](#) page for policies and instructions)