



**UNDERGRADUATE
COURSES AND CURRICULA MANUAL
ACADEMIC AFFAIRS**

2020

UNDERGRADUATE

COURSES AND CURRICULA MANUAL

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SECTION 1: FREQUENTLY USED DEFINITIONS AND INSTRUCTIONS

A. Courses

1. *Independent Study*- A method of instruction in which studies by individual students are carried on with a minimum of external guidance.
2. *Special Topics*- A course whose topic may vary from semester to semester; it may include current topics or special topics not adequately covered in existing courses. The method of instruction may be seminar, lecture, or other methods.
3. *Seminar*- A method of instruction in which a group of advanced students engaged in research or advanced study meet under the guidance of one or more faculty members of the University for presentation and discussion of approved topics.

B. Course Credits and Variable Credit

1. *Variable credit will be allowed* only in case of independent study or independent research courses.
 - a. The student and his/her adviser should agree at registration how much credit will be earned in such courses.
 - b. The department should establish clear criteria for determining the nature and type of work required of the student to earn one, two, or three credits in such courses.
 - c. Adjustments in the credit earned can be made only by the date designated in the catalog for adding courses for credit.
2. *A course designated as seminar, research, independent study, or special topics* may be repeated for credit subject to the following restrictions:
 - a. committee for approval as a regularly offered course using Form A.

SECTION 2: PROCEDURES

At the beginning of the fall semester, the Chair of the University Courses and Curricula (C&C) Committee will work with the Office of Academic Affairs to set submission deadlines and meeting dates. The submission deadlines will be set at least seven days before the meetings dates to ensure the committee members have adequate time to review the materials before meeting to act. The Chair will then send an email to the College Deans, School Courses and Curricula Chairs, and Department Chairs, to notify them of the submission deadlines and to remind them of the procedures covered in this manual.

PART 1. Special Procedures for Adding a Curriculum - C&C Form C-1

In addition to requiring approval at the LSUS campus, the adding of a curriculum (degree program) must receive the approval of the LSU University Administration and of the Board of Regents. The requirements of the Regents can be found on the Policies and Procedures page at the following link: <http://regents.louisiana.gov/>

This process requires the submission of multiple documents:

- 1) Letter of Intent (per Board of Regents Academic Affairs Policy 2.04)
- 2) C&C Form C-1 (and C&C Form A, as necessary)
- 3) Program Proposal (per Board of Regents Academic Affairs Policy 2.05)

1. THE FACULTY OF A DEPARTMENT DECIDES THE CRITERIA FOR A NEW CURRICULUM.

- a. The Department Chair completes the Letter of Intent and submits it to the Dean for review. Each letter of intent must provide the title, a brief description, and the purpose of the projected program, and must demonstrate that the program would:
 - i. be within the role and scope of the institution,
 - ii. complement and strengthen existing programs at the institution,
 - iii. avoid unnecessary duplication of programs at other state-supported institutions, supply present and future manpower needs, and
 - iv. be within the institution's anticipated resources.
- b. Once signed by the Dean, the Letter of Intent must be forwarded, through Academic Affairs, to the Chancellor.
- c. Upon approval by the Chancellor, the original will be transmitted to the LSU University Administration offices for review by the Council of Chief Academic Officers, with an electronic copy sent to the Chair of the Courses and Curricula (C&C) committee.
- d. Upon approval, the letter will be forwarded by the President to the staff of the Board of Regents for review. NOTE: The letter of intent must be filed at least three months in advance of consideration by the Regents.
- e. The Chair of the Courses and Curricula (C&C) committee will work with the Department Chair and the LSUS Office of Academic Affairs to establish a timeline for submitting the C&C Form C-1 for approval.

2. **AFTER THE LETTER OF INTENT HAS BEEN APPROVED BY THE BOARD OF REGENTS, the initiating department must complete the following documents (Section 3 of this document includes instructions for completing the C&C forms):**
 - a. Request for Adding a Curriculum (Form C-1).
 - b. Request for Adding a New Course (Form A): One copy is required for each new course included in the program. See Section III of this document.
 - c. Proposal for a New Degree Program.
 - d. Forms C-1 and A must be transmitted together by the Department Chair to the Chair of the School Courses & Curricula (C&C) Committee. The Proposal for a New Degree Program may be delayed until final campus approvals have been secured. However, the Regents' guidelines should be studied ahead of time and adequate justifications be presented.
 - e. FORMS C-1 AND A SHOULD FOLLOW THE SAME ROUTING AND APPROVAL PROCEDURE FOR ADDING A NEW COURSE AS DISCUSSED IN SECTION 3 OF THIS DOCUMENT.
 - Department Chair
 - School Courses & Curricula (C&C) Committee
 - College Dean
 - University Courses & Curricula (C&C) Committee
 - Vice Chancellor, Academic Affairs
3. **UPON APPROVAL BY THE UNIVERSITY COURSES AND CURRICULA (C&C) COMMITTEE AND THE VICE-CHANCELLOR, the request is submitted to the Chancellor.** The Chancellor may require a review of proposed new curricula by other committees or offices of the University before taking action on the request. If any party disapproves, the request will be returned to the department through the Dean by the Vice Chancellor.
4. **IF THE CHANCELLOR APPROVES THE REQUEST, the Vice Chancellor will notify the department through the Dean of the college and call for the Regents' Review of Proposed New Academic Program to be initiated.** This document should be prepared in accordance with the meeting times of the Board of Regents and its Faculty and Studies Committee (dates published in the administrative calendar) as well as the meeting times of the Board of Regents and its Academic & Student Affairs Committee.
5. **TRANSMITTAL OF THE REQUIRED DOCUMENTS to the Board of Supervisors and to the Board of Regents will be coordinated by the Vice Chancellor for Academic Affairs and the Chancellor.** Normally, the Vice President for Instruction and Research and the Council of Chief Academic Officers of LSU Campuses will review the proposed curriculum and report the findings to the President. If the President approves, the request will be forwarded to the Board of Supervisors for its action. If approved, the request will be forwarded to the Regents for consideration.
6. **A GRADUATE DEGREE CURRICULUM WILL BE NOTED AS ABOVE WITH THE EXCEPTION THAT ONE ADDITIONAL APPROVAL IS REQUIRED.** After all campus approvals are secured and the request

(including the Regents' documents) is forwarded to the LSU University Administration, the LSU University Administration Executive Graduate Council will review the proposal. Given its approval, the request will be forwarded to the President and the remainder of the process outlined above will be followed.

PART 2. Special Procedures for Dropping a Curriculum - C&C Form C-2

In addition to requiring approval at the LSUS campus, the dropping of a curriculum (degree program) must receive the approval of the LSU University Administration and of the Board of Regents. The requirements of the Regents can be found on the Policies and Procedures page at the following link: <http://regents.louisiana.gov/>

This process requires the submission of multiple documents:

- 1) C&C Form C-2
- 2) Request to Terminate an Academic Degree Program (per Board of Regents Academic Affairs Policy 2.08)

PART 3. Procedures for all C&C Forms

All additions of new courses, curricula, concentrations, and minors, and major changes to or drops of courses, curricula, concentrations, and minors must be made using the correct C&C Form and must follow the approval procedure described below.

PROCEDURE FOR MAKING A MINOR CHANGE IN AN EXISTING COURSE, MINOR, OR CONCENTRATION

Only minor changes can be made without the use of forms. A minor change is one of an editorial nature only. For example, a department may choose to change a few words or restructure a sentence in order to provide added clarity to a course description. This would be a minor change. Individual departments are authorized to make minor editorial changes in the catalog descriptions of their courses without sending a Form through the University Courses and Curricula (C&C) Committee.

Each year when the call for catalog revisions is announced, these requests for minor changes in course descriptions should be sent by the Department Chair to Academic Affairs through the Dean of the College. The request should be in memorandum form listing each minor change. Upon approval from Academic Affairs, the changes will be distributed to the following:

- Dean of the College
- Chair of the Department
- Information Technology Services
- Chair, University Courses & Curricula (C&C) Committee
- Library
- Registrar

1. THE FACULTY OF A DEPARTMENT:

- DECIDES CRITERIA FOR A NEW COURSE (Form A)
- INITIATES REQUESTS FOR DROPS OF COURSES (Form B-1)
- INITIATES REQUESTS FOR CHANGES TO AN EXISTING COURSE (Form B-2)
- INITIATES REQUESTS FOR ADDING A CURRICULUM (note: this request must receive the approval of the LSU University Administration and of the Board of Regents, see the procedures explained in Section 2, Part 1) (Form C-1)
- INITIATES REQUESTS FOR CHANGES TO AN EXISTING CURRICULUM (Form C-2)
- INITIATES REQUESTS FOR DROPS OF CURRICULUM (note: this request must receive the approval of the LSU University Administration and of the Board of Regents) (Form C-2)
- DECIDES CRITERIA FOR A NEW CONCENTRATION (Form D-1)
- INITIATES REQUESTS FOR CHANGES TO AN EXISTING CONCENTRATION (Form D-2)
- INITIATES REQUESTS FOR DROPS OF CONCENTRATIONS (Form D-2)
- INITIATES REQUESTS FOR ADDING A MINOR (Form E-1)
- INITIATES REQUESTS FOR CHANGES TO A MINOR (Form E-2)
- INITIATES REQUESTS FOR DROPPING A MINOR (Form E-2)
- INITIATES REQUESTS FOR ADDING A CERTIFICATE PROGRAM (Form G-1)
- INITIATES REQUESTS FOR CHANGES TO OR DROPPING A MINOR (Form G-2)
- INITIATES REQUESTS FOR CHANGES TO OR DROPPING A MINOR (Form G-2)

When all matters pertaining to the addition or drop of, or changes to courses, concentrations and curriculum are agreed upon, the appropriate C&C Form is completed in accordance with the instructions provided in this manual. The C&C Form, along with all supporting documentation, is reviewed by the department faculty. Once approved by the department faculty, the Department Chair signs the form and forwards the original and an electronic copy to Academic Affairs. All forms are available on the campus G drive.

- 2. THE SCHOOL COURSES AND CURRICULA (C&C) COMMITTEE REVIEWS THE C&C FORM AND ALL SUPPORTING DOCUMENTATION, FOR COMPLETENESS, COORDINATION, AND CONTENT AND MAY APPROVE OR DISAPPROVE THE REQUEST.** Also, the Committee may request any additional information needed from the department or college by attaching a statement and returning the request through channels.
- a. If the request is approved, the School Committee Chair signs and returns the original to his/her Dean.
 - b. If the request is disapproved, the School Committee Chair attaches a statement of explanation or justification to the request and then returns it to his/her Dean. The lack of a signature on the form indicates disapproval.
 - c. If changes are made at that level before coming to the University committee, it will be the responsibility of the department and school to ensure the original document is corrected before being sent for further review and consideration. **Handwritten changes will not be accepted.** A new electronic copy must also be provided that matches the changes to the original document.

- d. The original and copy will be crosschecked, and any discrepancy will lead to a return of the electronic copy noting differences and the associated original will be held pending receipt of a corrected electronic copy.

3. THE DEAN OF THE RESPECTIVE COLLEGE REVIEWS THE C&C FORM AND ALL SUPPORTING DOCUMENTATION FOR COMPLETENESS, COORDINATION, AND CONTENT AND APPROVES OR DISAPPROVES THE REQUEST.

- a. If the new course or curriculum is designed for majors in another college, the dean obtains written approval from the dean of that college and attaches it to the request.
- b. If the dean approves the request, he/she signs and forwards both the original with all supporting documents and an electronic copy to Academic Affairs.
- c. If the dean disapproves the request, he/she attaches a statement of explanation or justification and forward all documents to Academic Affairs. The lack of signature on the form indicates disapproval.
- d. If changes are made at that level before coming to the university committee, it will be the responsibility of the department and school to ensure the original document is corrected before being sent for further review and consideration. **Handwritten changes will not be accepted.** A new electronic copy must also be provided that matches the changes to the original document
- e. The original and copy will be crosschecked, and any discrepancy will lead to a return of the electronic copy noting differences and the associated original will be held pending receipt of a corrected electronic copy.

4. THE OFFICE OF ACADEMIC AFFAIRS WILL REVIEW THE C&C FORM AND ALL SUPPORTING DOCUMENTATION FOR COMPLETENESS AND FORWARDS THE ORIGINAL AND AN ELECTRONIC COPY TO THE CHAIR OF THE UNIVERSITY COURSES AND CURRICULA COMMITTEE. NOTE: If an identical electronic copy is not provided along with the original document, the material will not be forwarded for consideration. Note that the electronic copy to be used by the university committee is for informational purposes only. The official record of activity considered by the committee only resides with the original document.

5. THE UNIVERSITY COURSES AND CURRICULA COMMITTEE REVIEWS THE C&C FORM AND ALL SUPPORTING DOCUMENTATION FOR COMPLETENESS, COORDINATION, AND CONTENT AND MAY APPROVE, DISAPPROVE, OR REQUEST ADDITIONAL INFORMATION REGARDING THE REQUEST. The committee may require up to ten working days from the receipt of the proposal by the committee chair to study the request before meeting to act.

- a. If the committee approves the request, the chair will sign the C&C Form and return the request to Academic Affairs.
- b. If the committee disapproves the request, the chair will return the request with a statement of explanation or justification to the department chair through Academic Affairs and the appropriate dean.

- c. If the committee requires additional information, the chair will send a statement of the committee's need. This information may be requested from Academic Affairs, the appropriate dean, the department chair, or appropriate faculty by sending it through channels to the proper office.

6. THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS REVIEWS THE C&C FORM AND ALL SUPPORTING DOCUMENTATION FOR CONTENT AND MAY APPROVE OR DISAPPROVE THE REQUEST.

- a. If the Vice Chancellor approves the request, he/she will sign the C&C Form and distribute all copies from his/her office. Distribution will include one copy each to the following:
 - Dean of the College
 - Chair of the Department
 - Information Technology Services
 - Library
 - Registrar
- b. If the Vice Chancellor disapproves the request, he/she will attach a statement of explanation or justification and return the request to the respective department through the appropriate dean.

SECTION 3: INSTRUCTIONS FOR C&C FORMS

All C&C Forms for undergraduate courses and curricula are available in the “UndergraduateC&C” subfolder of the “C&C FORMS” folder on the network G: drive.

PART 1. General Instructions for Completing C&C Forms

The following instructions commonly appear on the forms. Specific instructions for individual forms are provided separately. Please note, if changes are made at any level before coming to the University C&C committee, it will be the responsibility of the department and school to ensure the original document is corrected before being sent for further review and consideration. Handwritten changes will not be accepted. A new electronic copy must also be provided that matches the changes to the original document.

- **Number of Copies:** An original with original signatures and an electronic copy should be forwarded through the College office to Academic Affairs.
- **College, Department, Budget Code, and Date:** The appropriate data must be entered in the space provided.
- **Semester to be initiated:** In determining the semester for implementing the request, the department chair should take into consideration the amount of time required to gain all necessary approvals. (NOTE: in the case of the addition of a new curriculum, this includes the required letter of intent and the length of time needed for approval by the Board of Supervisors and its Academic and Student Affairs and Achievement and Distinction Committee, and by the Board of Regents. See Section 2, Part 1 of this document.)
- **Course and Number:** Enter the course number as it will appear in the catalog (if adding a new course) or as it appears in the course description of the current catalog (if changing or dropping a course), including department designation, e.g. FIN 301. The following standards should be met:
 1. Course numbers should reflect as accurately as possible the academic level of the course. A three-digit system will be used as follows:

000-099	Preparatory course for no degree credit
100-199	Freshman level course
200-299	Sophomore level course (Freshman allowed with permission)
300-399	Junior/Senior level course (Sophomore allowed with permission)
400-499	Junior/Senior level course
600-699	Graduate level courses, correspond to Senior (400) level courses
700-799	Graduate level only
800-899	Graduate level; doctoral degree only

2. Each course number will be preceded by an alphabetic departmental abbreviation.
3. The ten highest numbers at each level are to be reserved for designation of honors courses, seminar courses, and/or research courses including independent studies:

190-199	Freshman level
290-299	Sophomore level
390-399	Junior/Senior level
490-499	Junior/Senior level
690-699	Graduate level
790-799	Graduate level
890-899	Doctoral level

4. The assignment of course numbers should permit future expansion of offerings.
 5. The number assigned to a new course must not have been used in the previous five years.
- **Abbr. Title:** The abbreviated title is limited to twenty (20) characters, including blank spaces. This title is used in data processing and will be printed in schedules, transcripts, and other reports. The complete title will be used in the catalog.
 - **Title:** Enter the proposed title (if adding a new course) or as shown in the course description of the current catalog (if changing or dropping a course).
 - **Initial Semester:** The Initial Semester is the semester that the department plans to begin offering the new curriculum, course, concentration, or minor. Enter the appropriate semester and year, e.g., Fall 2015.
 - **Have the Department faculty reviewed this form and all supporting documentation?** To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the department faculty before the chair signs the form.
 - **Has this course/concentration/change/request been discussed and approved by the Departmental faculty?** In no case will the University Courses and Curricula (C&C) Committee approve a curriculum, course, concentration, or minor that has not been approved by the departmental faculty concerned and by the School Courses and Curricula (C&C) Committee
 - **Has this request been discussed and approved by all colleges concerned?** The University Courses and Curricula (C&C) Committee will not consider proposals unless they have been approved by the faculty of the department and of the colleges concerned, or by their appropriate committees.

PART 2. Completing “Request for Addition of a New Course” - C&C Form A

When a request is made to establish a new course within an existing curriculum, the department originating the request will complete C&C Form A in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document.

- **Course Prefix & #:** See the instructions under Section 3, Part 1 for assignment the course prefix and course number.
 - **Regular Semester Contact Hours Per Week:** For a regular (15-week or 16-week) semester, show the number of faculty (not student) contact hours per week for each appropriate type of instruction; LET (Lecture), LAB (Laboratory), LET-LAB (Lecture-Laboratory), SEM (Seminar), RES (Research), CLIN (Clinical), and/or IND ST (Independent Studies). The hours shown are entered in the Master Course File and are used to determine faculty teaching loads.
 - The course information is entered in the Master Course File from which class schedules are generated. Approximately thirty (30) days are required to obtain final approval of a new course after the request is received in Academic Affairs; therefore, the Department Chair should allow sufficient lead time.
 - **Sem. Cr.:** Enter the number of semester hours credit to be earned for this course. See Section 1 for regulations regarding assignment of credit. Two hours (in certain courses, three hours) of laboratory work are given 1 hour of credit. See page 183 of the 2019-2020 catalog.
 - **Abbr. Title:** List the abbreviated course title using the Section 3, Part 1 instructions as a guide.
 - **Initial Semester:** List the first semester the department plans to offer the new course. NOTE: departments should plan for at least 30 days to receive approval for the new course from the time the request reaches the Office of Academic Affairs.
 - **Semester(s) Normally Offered:** Check all semesters in which the course normally will be taught.
-
1. **Justification, concise outline, list of references, syllabus, etc. (each on a separate sheet)**

Separate pages must be attached for the following items:

 - a. A separate page that contains the justification for the addition of the course.
 - b. A separate page that contains a concise outline of subject matter to be covered in the course.
 - c. A separate page that contains a complete list of references including texts, laboratory manuals, materials, and outside reading requirements.
 - d. Department faculty must review all supporting documentation when reviewing Form A for approval.

 1. **Catalog Description (use a separate sheet)**

A separate page that contains a complete description of the course in Catalog format. A complete catalog description of the course includes as a minimum the following data:

 - a. Course number including the departmental designation.
 - b. Course title as it will be listed in the catalog. This title is not limited to any given number of characters, but it should be concise and informative.
 - c. Number of credit hours that may be earned.

- d. Prerequisite(s) or Corequisite(s). Identify the prerequisite(s) or corequisite(s) by course(s), consent of department, or other requirements. Consent of instructor must not be used.
- e. If the course can be repeated for credit indicate and give maximum credits which may be earned, e.g., "May be repeated for a maximum of six credit hours." No course may be repeated for more than six semester hours of credit. (Note: Exception of LDSH 899 (3 cr.) requires a minimum of 9 semester hours of credit.) (See Chapter IX for additional information regarding assignment of credit.)
- f. A brief description of the subject matter to be covered in the course. There is no minimum or maximum length or complete sentence structure requirements; however, any phrase(s) used should be meaningful, and the description should be concise and informative as to course content and requirements.
- g. The following is an example of a course description in catalog format:

MKT 495: Independent Studies in Marketing 3 cr.

Prerequisite: Consent of the department. May be repeated for credit for a maximum of six semester hours. Readings, conferences, and reports under the guidance of a member of the marketing faculty.

2. Course prerequisites?

If the course requires prerequisites, select "Yes" and include all prerequisites in the catalog description. If no course prerequisite exists, select "No." Requirements such as "concurrent registration," "consent of the department," or "graduate standing" are not to be shown here, although this information should be included in the catalog statement. A course prerequisite may be in the same discipline or in a different field from the course being requested.

3. To what degree, if any, will the course duplicate other courses offered on this campus?

A statement must be made regarding any overlap between the proposed new course and all courses already in existence. If necessary, attach a separate page. If significant overlaps occur, adequate justification for the new course must be attached to the C&C Form A. If no duplication exists, state "none."

4. Curricula for which course was designed

The name of the curriculum should be specifically cited, indicating whether the course is required or elective (C&C forms must be submitted to reflect any changes in the curriculum).

If the course is designed specifically for more than one curriculum, all curricula should be cited here, but catchall phrases such as "free elective" will not be used. Also, if the course is to be required or used as an elective in another college, certification of that Dean's approval is to be attached to the form. The following examples are given for convenience:

- Required in sociology curriculum, p. 64, 2010-11 Catalog.
- Elective for all curricula in College of Arts and Sciences, p. 55, 2010-11 Catalog.

- 5. Have the department faculty reviewed this form and all supporting documentation?** To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the department faculty before the Chair signs the form.
- 6. Has this course been discussed and approved by the Departmental faculty?**
The basic approval of the curricula within any department should come from a consensus of the faculty concerned. Indicate whether this prerequisite has been met. In no case will the University Courses and Curricula (C&C) Committee approve a course that has not been approved by the departmental faculty concerned and by the College Courses and Curricula (C&C) Committee.
- 7. Enrollment Per Semester**
The estimated enrollment in the course is an important factor in determining the need for the course.
- 8. Provide an explanation on separate sheet if any of the following are necessary.**
If additional staff, equipment, fees, and so forth will be required, the department should develop and attach full justification for the specific items concerned. Be specific, indicating quantities and amounts identifying particular costs.
- In what formats will the course be offered: Face-to-face, 100% online, or hybrid? List all format.**
 - Will additional staff be needed?**
 - Will additional space, equipment, special library materials, or any other major expense (such as tuition sharing with a marketing partner) be involved?**
 - Will a special fee (such as a lab fee, technology fee, etc.) be assessed of a student enrolling in this course? Explain in the justification.**

PART 3. Completing “Request for Dropping a Course” - C&C Form B-1

When a request is made to drop an existing course, the department originating the request will complete C&C Form B-1 in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document. Any additional information may be supplied by attachment to this form.

1. Why is the deletion of this course being recommended?

A brief but concise explanation of reasons should be given for dropping a course.

2. Have the department faculty reviewed this form and all supporting documentation?

To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the department faculty before the chair signs the form.

3. Has this request been discussed and approved by the departmental faculty?

If the faculty has not approved the suggestion, the request will be delayed until appropriate approval has been secured. The University Courses and Curricula (C&C) Committee will not approve a request unless it has been approved by the faculty of the department.

4. List all curricula that require this course.

The curricula in which the course is required, and the current catalog page number should be identified, on a separate sheet if necessary.

5. Have all departments listed in (4) been consulted concerning the deletion of this course?

The proposed drop should be discussed with other departments that require the course so that they may plan appropriate changes in their curricula.

6. Date to be removed from master file?

The course will be deleted from the Master Course file by this date.

PART 4. Completing “Request for Changing a Course” - C&C Form B-2

When a request is made to change an existing course, the department originating the request will complete C&C Form B-2 in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document. Any additional information may be supplied by attachment to this form.

- a. Faculty Contact Hours Per Week:** For a regular (15-week or 16-week) semester, show the number of faculty (not student) contact hours per week for each appropriate type of instruction; LET (Lecture), LAB (Laboratory), LET-LAB (Lecture-Laboratory), SEM (Seminar), RES (Research), CLIN (Clinical), and/or IND ST (Independent Studies). If type or number of contact hours per week is changing, explain on a separate sheet.

b. Present Course Description

The Department should list the complete present course description including any changes that have been approved since the publication of the current catalog.

c. Proposed Course Description

The proposed catalog description for the course should be given in the correct catalog format, for example:

CHEM 121 General Chemistry 3 cr.

Prerequisite: Credit or registration in MATH 121 (or higher); it is also strongly suggested that students should have completed a course in high school chemistry or CHEM 110. A fundamental course in inorganic chemistry including atomic structure, chemical bonding, stoichiometry, chemical reactions, thermochemistry, electronic configurations, molecular geometry, molecular orbitals and gases.

In making changes, other sections of this manual should be consulted. Guidelines on writing course descriptions are presented in Section 3, Part 2 (Request for Addition of a New Course). Changes in course number should follow the standards for course numbering listed in Section 3, Part 1. Changes in semester hours credit should follow the regulations for assignment of credit stated in Section 1.

d. Does this request include a course # change?

Indicate Y or N. If yes, see item 4 below.

e. List all courses affected by the course # change and provide updated catalog descriptions.

If the course number is changed and the course serves as a prerequisite for other courses in the curriculum follow the guidelines listed below:

- a) As long as only the prerequisite course number is the only change to the catalog description, include an updated catalog description for each affected course. If only the prerequisite course number requires updating, no additional C&C forms must be completed if the catalog descriptions are updated at the same time the course number is changed.

- b) If a department does not provide an updated catalog description for an affected course at the time the prerequisite course number is changed and the description requires updating at a later date, a single form B-2 will need to be completed with all updated catalog descriptions attached.
- c) If more than just the prerequisite course number requires updating, then form B-2 must be completed to explain the additional changes.
- d) C&C forms to update curricula should also be submitted.

f. New Abbreviated Title

The abbreviated title is limited to twenty characters, including blank spaces. This title is used in data processing and will be printed in schedules, transcripts, and other reports. The complete title will be used in the catalog.

g. Why is this change being recommended?

The department chair should give sufficient explanation for the proposed changes.

h. Have the department faculty reviewed this form and all supporting documentation?

To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the department faculty before the chair signs the form.

i. Has this change been discussed and approved by the departmental faculty?

The University Courses and Curricula (C&C) Committee will not approve a request unless it has been approved by the faculty of the department.

j. Have other departments which require this course been consulted?

The proposed change should be discussed with other departments that require the course so that they may plan appropriate changes in their curricula.

PART 5. Special Instructions for Completing a Request for Cross-listing Courses

When a request is made to cross-list two existing courses, the department originating the request will complete C&C Form B-2 for each course. The proposed catalog description should be given in the following manner:

SOCL 493: American Humanics Management Training Institute

1 cr.

Prerequisite: Consent of the department. Participation in the annual meeting of the American Humanics Management Training Institute. Funds for attendance are to be raised by the student. One hour of independent study. Also listed as MADM 493 and POLI 493.

When a request is made to cross-list an existing course with a new course, the department originating the request will complete C&C Form B-2 for the existing course, and C&C Form A for the new course. The catalog description should follow the format Section 3, Part 2 (Request for Addition of a New Course).

PART 6. Completing “Request for Adding a Curriculum” - C&C Form C-1

Form C-1 is used for adding a curriculum. The department originating the request will complete Form C-1 in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document.

- **Name of Curriculum:** Show name of curriculum as it will appear in the catalog. (Ignore spaces for entering the page and year of current catalog listing.)
- **Type of Degree:** Indicate the degree; for example, Bachelor of Sciences, Bachelor of Arts.
- **Semester to be Initiated:** The Initial Semester is the semester that the department plans to begin offering the new curriculum, course, concentration, or minor. Enter the appropriate semester and year, e.g., Fall 2015.

Have the department faculty reviewed this form and all supporting documentation?

To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the department faculty before the chair signs the form.

Has this change been discussed and approved by the departmental faculty?

The University Courses and Curricula (C&C) Committee will not approve a request unless it has been approved by the faculty of the department.

Curriculum: In blank space below (and if necessary, continue on attached sheets) reproduce entire curriculum, using catalog format. Consult Section 4, Part 6 for instructions regarding presentation of curricula.

1. Footnotes should be avoided wherever possible.
2. Each curriculum is to be shown separately and entirely. Even though a cluster of curricula may have a common freshman year, for example, each curriculum should be complete for easy and accurate reference by the catalog users.

Provide an explanation on a separate sheet if any of the following are necessary.

If additional staff, equipment, fees, and so forth will be required, the department should develop and attach full justification for the specific items concerned. Be specific, indicating quantities and amounts identifying particular costs.

- a. **In what formats will the course be offered: Face-to-face, 100% online, or hybrid? List all format.**
- b. **Will additional staff be needed?**
- c. **Will additional space, equipment, special library materials, or any other major expense (such as tuition sharing with a marketing partner) be involved?**
- d. **Will a special fee (such as a lab fee, technology fee, etc.) be assessed of a student enrolling in this course? Explain in the justification.**

PART 7. Completing “Request for Changing or Dropping a Curriculum” - C&C Form C-2

Form C-2 is used for two purposes: making changes in a curriculum or dropping a curriculum. The department originating the request will complete Form C-2 in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document.

Name of Curriculum: Show name as listed in current catalog and identify page location.

Type of Degree: Show degree listed in catalog.

Semester to be initiated: Check the appropriate semester and indicate the year when the changes will be implemented, or when the curriculum will no longer be available for students.

Action: Check the appropriate block: CHANGING or DROPPING.

Have the Department faculty reviewed this form and all supporting documentation?

To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the department faculty before the chair signs the form.

Has this request been discussed and approved by all colleges concerned? The University Courses and Curricula Committee will not consider proposals unless they have been approved by the faculty of the department and of the colleges concerned, or by their appropriate committees.

Curriculum: Each curriculum is to be shown separately and entirely. Even though a cluster of curricula may have a common freshman year, for example, each curriculum should be complete for easy and accurate reference by the catalog users.

Present: Attach a copy of the present curriculum and label it as “Present.”

Proposed: If changing a curriculum, attach the proposed curriculum as it will appear in the catalog.

EXPLANATION: On attached sheets, provide an explanation as to why this curriculum should be changed or dropped.

PART 8. Completing “Request for Addition of a Concentration” - C&C Form D-1

When a request is made to establish a concentration within an existing curriculum, the department originating the request will complete C&C Form D-1 in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document.

Name of Curriculum: Enter the name of the existing curriculum as listed in the catalog.

Name of Concentration: Enter the name of the concentration as it will be listed in the catalog.

Semester to be initiated: Check the appropriate semester and indicate the year when the changes will be implemented.

Have the Department faculty reviewed this form and all supporting documentation?

To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the department faculty before the Chair signs the form.

Has this concentration been discussed with and approved by the Departmental faculty?

The University Courses and Curricula (C&C) Committee will not approve a request unless it has been approved by the faculty of the Department.

Curriculum for Concentration: Every concentration must meet the following:

1. The academic concentration must require 9 or more hours in the field of interest.
2. The courses may be in the same department and college or may be interdisciplinary and cross departments and colleges.
3. The concentration should accomplish one of three goals:
 - a. provide the student with a subject matter concentration from within the student’s major;
 - b. aid the student in the pursuit of graduate studies in an academic discipline (law school, medical school, etc.); or
 - c. enable the student to develop a talent or interest that will be personally rewarding, educationally enriching, and/or career enhancing.
4. The department can structure the concentration in modules (for example, choose one from each of the following lists) or with the aid of the academic advisor, the student may select the hours.

PART 9. Completing “Request for Changing or Dropping a Concentration” - C&C Form D-2

When a request is made to change or drop an existing concentration, the department originating the request will complete C&C Form D-2 in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document.

Name of Curriculum: Enter the name of the existing curriculum as listed in the catalog.

Name of Concentration: Show name as listed in current catalog and identify page location.

Semester to be initiated: Check the appropriate semester and indicate the year when the changes will be implemented, or when the concentration will no longer be available for students.

Action: Check the appropriate box, CHANGING or DROPPING.

Have the Department faculty reviewed this form and all supporting documentation?

To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the department faculty before the chair signs the form.

Has this request been discussed with and approved by the Departmental faculty?

The University Courses and Curricula (C&C) Committee will not approve a request unless it has been approved by the faculty of the department.

Curriculum: Each curriculum is to be shown separately and entirely. Even though a cluster of curricula may have a common freshman year, for example, each curriculum should be complete for easy and accurate reference by the catalog users.

Present: Attach a copy of the present curriculum and label it as “Present.”

Proposed: If changing a curriculum, attach the proposed curriculum as it will appear in the catalog.

Provide an explanation on separate sheet if any of the following are necessary.

If additional staff, equipment, fees, and so forth will be required, the department should develop and attach full justification for the specific items concerned. Be specific, indicating quantities and amounts identifying particular costs.

- a. **In what formats will the course be offered: Face-to-face, 100% online, or hybrid? List all format.**
- b. **Will additional staff be needed?**
- c. **Will additional space, equipment, special library materials, or any other major expense (such as tuition sharing with a marketing partner) be involved?**
- d. **Will a special fee (such as a lab fee, technology fee, etc.) be assessed of a student enrolling in this course? Explain in the justification.**

PART 10. Completing “Request for Addition of a Minor” - C&C Form E-1

When a request is made to establish a minor within an existing curriculum, the department originating the request will complete C&C Form E-1 in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document.

Name of Minor: Enter the name of the minor as it will appear in the catalog.

Semester to be initiated: Check the appropriate semester and indicate the year when the changes will be implemented.

Have the department faculty reviewed this form and all supporting documentation?

To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the Department faculty before the Chair signs the form.

Has this request been discussed with and approved by the Departmental faculty?

The University Courses and Curricula (C&C) Committee will not approve a request unless it has been approved by the faculty of the Department.

Curriculum for Minor: Every minor must meet the following:

1. The academic minor must require 18 hours in a chosen field of secondary interest.
2. The courses may be in the same department and college or may be interdisciplinary and cross departments and colleges.
3. Nine of the hours must be numbered 300 or above.
4. The minor should accomplish one of three goals:
 - a. provide the student with a secondary subject matter concentration that will support the student’s major;
 - b. aid the student in the pursuit of graduate studies in an academic discipline (law school, medical school, etc.); or
 - c. enable the student to develop a talent or interest that will be personally rewarding, educationally enriching, and/or career enhancing.
5. The department can structure the minor in modules (for example, choose one from each of the following lists) or with the aid of the academic advisor, the student may select 18 hours.
6. Nine of the hours must be housed in the department responsible for the minor.

Provide an explanation on a separate sheet if any of the following are necessary.

If additional staff, equipment, fees, and so forth will be required, the department should develop and attach full justification for the specific items concerned. Be specific, indicating quantities and amounts identifying particular costs.

- a. **In what formats will the course be offered: Face-to-face, 100% online, or hybrid? List all format.**
- b. **Will additional staff be needed?**

- c. Will additional space, equipment, special library materials, or any other major expense (such as tuition sharing with a marketing partner) be involved?
- d. Will a special fee (such as a lab fee, technology fee, etc.) be assessed of a student enrolling in this course? Explain in the justification.

PART 11. Completing “Request for Changing or Dropping a Minor” - C&C Form E-2

When a request is made to change or drop an existing minor, the department originating the request will complete C&C Form E-2 in accordance with the following procedures and process it through channels as prescribed by Section 2, Part 3 of this document.

Name of Minor: Show name as listed in current catalog and identify page location.

Semester to be initiated: Check the appropriate semester and indicate the year when the changes will be implemented.

Have the Department faculty reviewed this form and all supporting documentation?

To ensure the changes described on the form reflect the intent of the faculty, it is expected that the completed form and supporting documentation will be reviewed by the Department faculty before the chair signs the form.

Has this request been discussed with and approved by the Departmental faculty?

The University Courses and Curricula (C&C) Committee will not approve a request unless it has been approved by the faculty of the Department.

Action: Check the appropriate box: CHANGING or DROPPING.

Curriculum: Each curriculum is to be shown separately and entirely. Even though a cluster of curricula may have a common freshman year, for example, each curriculum should be complete for easy and accurate reference by the catalog users.

Present: Attach a copy of the present curriculum and label it as “Present.”

Proposed: If changing a curriculum, attach the proposed curriculum as it will appear in the catalog.

EXPLANATION: On attached sheets, provide an explanation as to why this concentration should be changed or dropped.

Part 12. G-2 Instructions

Provide an explanation on separate sheet if any of the following are necessary.

If additional staff, equipment, fees, and so forth will be required, the department should develop and attach full justification for the specific items concerned. Be specific, indicating quantities and amounts identifying particular costs.

- a. In what formats will the course be offered: Face-to-face, 100% online, or hybrid? List all format.**
- b. Will additional staff be needed?**
- c. Will additional space, equipment, special library materials, or any other major expense (such as tuition sharing with a marketing partner) be involved?**
- d. Will a special fee (such as a lab fee, technology fee, etc.) be assessed of a student enrolling in this course? Explain in the justification.**

SECTION 4. SPECIAL ISSUES AND CONSIDERATIONS

The following are specialized problems that sometimes arise. Any questions not covered in this manual or any explanations which are not clear should be brought to the attention of Academic Affairs for consideration and resolution.

PART 1. DIVIDING A COURSE INTO COURSE OFFERINGS

If a department wishes to divide an existing course into two course offerings, one of two options should be followed:

1. The old course can be dropped via Form B-1 and the two new courses added (both with new numbers) using Form A for each new course.
2. The old course can be revised (but retaining the old number) via Form B-2 and a new course added using Form A.

PART 2. CHANGING A COURSE DESIGNATION

If a department wishes to change the course designation of a group of its courses (e.g., changing the "Management" courses to "Management Administration"), the Department Chair will submit Form B-2 with the appropriate attachment listing those courses which are to be changed (and following the instructions for completing Form B-2). Complete catalog descriptions are necessary.

PART 3. HONORS SECTIONS

1. If a department in the University wishes to create an honors section of an existing course, the Department Chair will submit a letter requesting and justifying the honors section through his/her dean to Academic Affairs. After the approval by Academic Affairs, distribution will be made to all offices concerned.
2. If a department in the University wishes to create an honors course for inclusion in an existing honors program, the Department Chair will submit the proposed course to the Director of the honors program.

PART 4. ADMINISTRATOR APPROVAL

All forms call for the approval signatures of several administrators. The LSU System has carefully delineated the responsibility of both the faculty and administration in establishing curricula (see BYLAWS AND REGULATIONS). ***No administrator is required to sign a request which he/she disapproves. However, he/she must pass the request along through normal channels provided it represents the majority view of the faculty. An explanation of his/her objections may be attached for appropriate consideration at the next highest level.***

PART 5. RECORDING TOPICS OF VARIABLE TOPIC COURSES

Each course is categorized according to the major type of instruction used in its offering as lecture, laboratory, seminar, recitation, research, or clinical. The Master Course List shows the category for each course. The transcript of any student taking a variable topic course must indicate the topic (area of study) beside the course title, for example:

HIST 495: Independent Study (Current Latin American Politics)

BIOS 495: Seminar (Problems in Classification)

BIOS 785: Selected Topics in Biology (Ornithology)

The following provisions must be satisfied:

1. The appropriate information must be supplied to the Registrar's Office by the academic departments via the form SEMINAR AND RESEARCH TOPICS REPORT. A copy of C&C Form F is available on the G Drive.
2. If all students in the course are engaged in the same study, the topic for that course should be listed.
3. Titles of topics must use no more than ten words due to limited space.
4. By the end of the second week of classes, the Chair will collect the information from the faculty and return a completed form for each section through their Deans for forwarding to the Registrar.

PART 6. CURRICULUM PRESENTATIONS

1. Only three terms are to be used to designate electives or choices:
 - a. Electives—This is defined as a free choice by the student from among all existing courses in the class schedule.
 - b. Approved Electives—This is defined as a course (s) requiring faculty approval. In parentheses and to the right if the term "Approved Electives" any restrictions to be imposed must be indicated.
Examples:
 - i. **Approved Electives**
 - ii. **(any course in History, Sociology, or Political Science) 6 hrs.**
 - iii. **(any course outside College of Business Administration) 12 hrs.**
 - iv. **(any Science course, excluding Mathematics) 8 hrs.**
 - c. Choice—If a choice of courses within a specific field is to be allowed the student, the field only should be designated:
English 3 hrs.
Philosophy 6 hrs.
2. Footnotes should be avoided wherever possible.
3. Each curriculum is to be shown separately and entirely. Even though a cluster of curricula may have a common freshman year, for example, each curriculum should be complete for easy and accurate reference by the catalog users

SECTION 5. REPLICAS OF CURRENT C&C FORMS

		C&C Form A
REQUEST FOR ADDITION OF A NEW COURSE <i>(Please submit an original and one digital copy of this request.)</i>		
College: _____	Department: _____	Date: _____
Budget Code #: _____	Faculty Contact Hours Per Week: _____	Sem. Cr.: _____
Course Prefix & #: _____	Abbr. Title (limit 20 characters): _____	
Regular Semester: _____		
Lect. _____	Lab. _____	Lect.-Lab. _____
Sem. _____	Res. _____	Clin. _____
Ind. St. _____		
Initial Semester: _____	Semester(s) Normally Offered: Fall ☐ Spring ☐ Summer ☐	
1. Justification, concise outline, list of references, syllabus, etc. (each on a separate sheet) 2. Catalog description. (use separate sheet) 3. Course prerequisite(s): Yes ☐ No ☐ (If yes, they must be mentioned in the course description.) 4. To what degree, if any, will the course duplicate other courses on campus? _____ 5. Curricula for which course is designed (state whether elective or required): _____ (If required, additional C&C paperwork should be submitted to reflect any corresponding changes in the affected departments.) 6. Have departmental faculty members reviewed this form and all supporting documentation? Yes ☐ No ☐ 7. Has this request been discussed and approved by the departmental faculty? Yes ☐ No ☐ 8. Enrollment per semester: Estimated _____ Minimum _____ Maximum _____ 9. Provide an explanation on a separate sheet if any of the following are necessary. (If additional staff, equipment, fees, and so forth will be required, the department should develop and attach full justification for the specific items concerned. Be specific, indicating quantities and amounts identifying particular costs.) a. In what formats will the course be offered? Check all that apply. Face-to-face ☐ 100% online ☐ Hybrid ☐ b. Will additional staff be needed? Yes ☐ No ☐ c. Will additional space, equipment, special library materials, or any other major expense (such as tuition sharing with a marketing partner) be involved? Yes ☐ No ☐ d. Will a special fee (lab, technology, etc.) be assessed of a student enrolling in this course? Yes ☐ No ☐		
ACADEMIC AFFAIRS ONLY: CIP number for this course: _____ Primary Prerequisite CIP number: _____		
APPROVAL SIGNATURES:		
_____ Department Chair	_____ Date	_____ University Courses & Curricula Chair
_____ College Courses & Curricula Chair	_____ Date	_____ Vice Chancellor for Academic Affairs
_____ College Dean	_____ Date	_____ Chancellor
(Revised 01/2020)		

**REQUEST FOR DROPPING A COURSE***(Please submit an original and one digital copy of this request.)*

College:	Department:	Date:
Budget Code #:		
Course Prefix & #:	Title:	

1. Why is the deletion of this course being recommended? _____
2. Have departmental faculty members reviewed this form and all supporting documentation?
Yes ☐ No ☐
3. Has this request been discussed and approved by the departmental faculty? Yes ☐ No ☐
4. Review the catalog and list all curricula, concentrations, courses, and minors affected by this change:

_____	page # in current catalog: _____
_____	page # in current catalog: _____
_____	page # in current catalog: _____

(Feel free to list this information on a separate sheet if need be and complete all relevant forms for making these changes.)
5. Have all affected departments listed in (#4) been consulted concerning the deletion of this course?
Yes ☐ No ☐
(Additional C&C paperwork should be submitted to reflect any corresponding changes in the affected departments.)
6. Date to be removed from master file: _____

APPROVAL SIGNATURES:

Department Chair Date

University Courses & Curricula Chair Date

College Courses & Curricula Chair Date

Vice Chancellor for Academic Affairs Date

College Dean Date

Chancellor Date

(Revised 12/2019)

**REQUEST FOR CHANGING A COURSE***(Please submit an original and one digital copy of this request.)*

College:	Department:	Date:
Budget Code #:		
Course Prefix & #:	Title:	
Semester to be initiated: Fall ☐ Spring ☐ Summer ☐ Year		

1. Present course description: (submit in catalog form on separate sheet)
2. Proposed course description: (submit in catalog form on separate sheet)
3. Does this request include a course # change? Yes ☐ No ☐
4. If yes, list (on a separate sheet) all courses affected by this course # change & provide present and proposed catalog descriptions for each affected course.
5. New abbreviated title: (if needed, maximum 20 characters/spaces)
6. Why is this change being recommended?
7. Have departmental faculty members reviewed this form and all supporting documentation?
Yes ☐ No ☐
8. Has this request been discussed and approved by the departmental faculty? Yes ☐ No ☐
9. Have other departments which require this course been consulted? Yes ☐ No ☐

*(Additional C&C paperwork should be submitted to reflect any corresponding changes in the affected departments.)***APPROVAL SIGNATURES:**_____
Department Chair Date_____
University Courses & Curricula Chair Date_____
College Courses & Curricula Chair Date_____
Vice Chancellor for Academic Affairs Date_____
College Dean Date_____
Chancellor Date

(Revised 12/2019)



(Please submit an original and one digital copy of this request.)

2. Has this request been discussed with and approved by all colleges concerned? Yes ☐ No ☐

CURRICULUM

APPROVAL SIGNATURES:

Department Chair _____ Date _____

University Courses & Curricula Chair	Date
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College Courses & Curricula Chair	Date
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Vice Chancellor for Academic Affairs Date

College Dean	Date
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Chancellor	Date
------------	------

(Revised 12/2019)



(Please submit an original and one digital copy of this request.)



(Please submit an original and one digital copy of this request.)

Has this request been discussed with and approved by all colleges concerned? Yes ☐ No ☐

<u>Present</u>	<u>Proposed</u>

Chancellor _____ Date _____

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(Please submit an original and one digital copy of this request.)

Have departmental faculty members reviewed this form and all supporting documentation? Yes ☐ No ☐

Has this request been discussed with and approved by the Departmental faculty? Yes ☐ No ☐

Department Chair	Date	University Courses & Curricula Chair	Date
College Courses & Curricula Chair	Date	Vice Chancellor for Academic Affairs	Date
College Dean	Date	Chancellor	Date

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(Please submit an original and one digital copy of this request.)

CURRICULUM

**SEMINAR AND RESEARCH TOPIC REPORT***(Please submit an original and one digital copy of this request.)*Report for: Fall ☐ Spring ☐ Summer ☐ Year _____ Date: _____

Course Title: _____ Number: _____ Section: _____

Instructor: _____

If entire class is engaged in the same topic, state the topic: _____

If various students are engaged in different topics, state the topic applicable to each student:

Name of Student	Student ID Number	Student Topic
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____

APPROVAL SIGNATURES:_____
Department Chair Date_____
College Dean Date

NOTE: This report must be submitted to the Office of the Dean by the end of the second week of classes. Use a separate sheet for each section and instructor.

(Revised 12/2019)

**REQUEST FOR ADDING A CERTIFICATE PROGRAM***(Please submit an original and one digital copy of this request.)*

College:	Department:	Date:
Budget Code #:	CIP Code:	
Name of Certificate Program:		
Semester to be initiated:	Fall ☐ Spring ☐ Summer ☐	Year

1. Have departmental faculty members reviewed this form and all supporting documentation?
Yes ☐ No ☐
2. Has this request been discussed with and approved by all colleges concerned? Yes ☐ No ☐

CURRICULUM

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APPROVAL SIGNATURES:

Department Chair Date

University Courses & Curricula Chair Date

College Courses & Curricula Chair Date

Vice Chancellor for Academic Affairs Date

College Dean Date

Chancellor Date

(Revised 12/2019)

