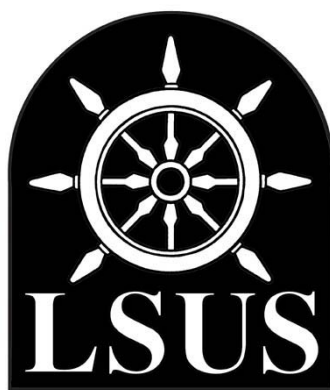


**LOUISIANA STATE UNIVERSITY
IN SHREVEPORT**



**UNDERGRADUATE
COURSES AND CURRICULA MANUAL**

**OFFICE OF ACADEMIC AFFAIRS
2005**

UNDERGRADUATE COURSES AND CURRICULA MANUAL

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**UNDERGRADUATE
COURSES AND CURRICULA MANUAL**

PROCEDURES

CHAPTER I

A. PROCEDURE FOR *ADDING A NEW COURSE* - C&C Form A

1. THE FACULTY OF A DEPARTMENT DECIDES CRITERIA FOR A NEW COURSE. When all matters pertaining to the new course have been agreed upon, C&C Form A will be completed in accordance with Section B of this chapter and forwarded by the department chair to his/her dean. The request will be made in sufficient time to allow the University Courses and Curricula Committee ten working days for study before meeting to act. A copy of C&C Form A is in the Forms section of this manual and is available on the G Drive.
2. THE DEAN REVIEWS THE C&C FORM A FOR COMPLETENESS and forwards the request to the Courses and Curricula Committee of the college concerned.
3. THE COLLEGE COURSES AND CURRICULA COMMITTEE 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 College Committee chair will sign and return the request to his/her dean.
 - b. *If the request is disapproved*, the College Committee chair will attach a statement of explanation or justification to the request and then return it to his/her dean. The lack of a signature on the form would indicate disapproval.
4. THE DEAN OF THE RESPECTIVE COLLEGE MAY APPROVE OR DISAPPROVE THE REQUEST.
 - a. *If the new course is designed for majors in another college*, the dean will obtain written approval from the dean of that college, and attach it to the request.
 - b. *If the dean approves the request*, he/she will sign and forward the request with all supporting documents to the Office of Academic Affairs.
 - c. *If the dean disapproves the request*, he/she will attach a statement of explanation or justification and forward all documents to the Office of Academic Affairs. The lack of signatures on the form would indicate disapproval.
5. THE OFFICE OF ACADEMIC AFFAIRS WILL REVIEW THE C&C FORM A and all supporting documents for completeness, coordination, and content, and forward the request to the University Courses and Curricula Committee for action.

6. THE UNIVERSITY COURSES AND CURRICULA COMMITTEE 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 C&C Form A and return the request to the Office of Academic Affairs.
 - b. *If the committee disapproves the request*, the chair will attach a statement of explanation or justification to the request and return it to the department chair through the Office of Academic Affairs and the appropriate dean.
 - c. *If the committee requires additional information*, the chair will attach a statement of the committee's need. This information may be requested from the Office of Academic Affairs, the appropriate dean, the department chair, or appropriate faculty by sending it through channels to the proper office.
7. THE VICE-CHANCELLOR FOR ACADEMIC AFFAIRS MAY APPROVE OR DISAPPROVE THE REQUEST.
- a. *If the Vice-Chancellor approves the request*, he/she will sign the C&C Form A and distribute all copies from his/her office. Distribution will include one copy each to the following:
 - Dean of the College concerned
 - Chair of the Department concerned
 - Computer Services
 - Chair, University Courses and Curricula Committee
 - Academic Affairs
 - Library
 - 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 concerned.

B. INSTRUCTIONS FOR 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 A of this Chapter. A copy of C&C Form A is in the Forms section of this manual and is available on the G Drive.

- √ *Number of Copies:* An original and nine copies are required to be forwarded.
- √ *College, Department, Budget Code, and Date:* The appropriate data must be entered in the space provided.
- √ *Course and Number:* Enter the course number as it will be carried in the catalog, 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
 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
 - 700-799 Graduate 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 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.
- √ *Sem. Cr.:* Enter the number of semester hours credit to be earned for this course. See Chapter IX for regulations regarding assignment of credit.

- √ Faculty Contact Hours Per Week: For both a regular semester and a summer term, 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.
- √ Initial Semester: The Initial Semester is the semester that the department plans to begin teaching the new course. Enter the appropriate semester and year, e.g., Spring, 2006.
The course information is entered in the Master Course File from which class schedules are generated. Approximately thirty days are required to obtain final approval of a new course after the request is received in the Office of Academic Affairs; therefore, department chair should allow sufficient lead time.
- √ Semester(s) Normally Offered: Check all semesters in which the course normally will be taught.

Item 1. Description

- 1) **Separate pages** must be attached for the following items:
 - a. A separate page that contains a complete description of the course in Catalog format.
 - b. A separate page that contains the justification for the addition of the course.
 - c. A separate page that contains a concise outline of subject matter to be covered in the course.
 - d. A separate page that contains a complete list of reference including texts, laboratory manuals, materials, and outside reading requirements.

- 2) 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. (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 number of hours of lecture, laboratory, seminar, research, clinical instruction, and/or independent studies per week required during a regular semester.

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. Three hours of research.

Item 2. Primary course prerequisite

Only one course prerequisite should be listed if any exists. If several courses are listed in the catalog statement as prerequisites, only the highest number course is to be entered here. If no course prerequisite exists, state “none.” Requirements such as “concurrent registration,” “consent of the department,” or “graduating 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.

Item 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.”

Item 4. Curricula for which course was designed

The name of the curriculum should be specifically cited, indicating whether the course is required or elective.

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.87, 2004-05. Catalog.
- Elective for all curricula in College of Sciences, pp. 94-95, 2005-06 Catalog.

Item 5. 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 Committee approve a course that has not been approved by the departmental faculty concerned and by the College Courses and Curricula Committee.

Item 6. Enrollment Per Semester

The estimated enrollment in the course is an important factor in determining the need for the course.

Item 7.

- a. Will additional staff be needed?
- b. Will additional space, equipment, special library materials, or any other major expense be involved?
- c. Will a special fee be assessed of a student enrolling in this course?

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.

✓ Approval: Approval for the course must be obtained from the several administrative officers and given on C&C Form A as required in Section A of this chapter. Even though the request must be forwarded without the approval of the department chair or the college dean, both the dean and chair must realize that their approval is essential if the course is to be instituted into the curricula. The University Courses and Curricula Committee will in no case approve a course proposal that has not been approved by the faculty of the department and of the college or by their appropriate committees.

CHAPTER II

A. **PROCEDURE FOR DROPPING OR MAKING A MAJOR CHANGE IN AN EXISTING COURSE** - C&C Forms B-1 and B-2

Changes in course numbers, course titles, prerequisites, number of credit hours, number of hours and types of instruction per week, and substantive changes in course description are considered to be major changes in courses and curricula material. Minor changes are discussed in Section D of this Chapter. A copy of C&C Forms B-1 and B-2 are in the Forms section of this manual and are available on the G Drive.

1. THE FACULTY OF A DEPARTMENT SHOULD INITIATE REQUESTS FOR CHANGES AND FOR DROPS OF COURSES. When all matters pertaining to the change or drop have been agreed upon, the appropriate form will be completed in accordance with Section B of this chapter and forwarded by the department chair to his/her dean. The request will be made in sufficient time to allow the University Courses and Curricula Committee ten working days for study before meeting to act.
2. THE DEAN REVIEWS THE C&C FORM B-1 OR B-2 FOR COMPLETENESS and forwards the request to the Courses and Curricula committee of the college concerned.
3. THE COLLEGE COURSES AND CURRICULA COMMITTEE 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 committee chair will sign and return the request to his/her dean.
 - b. *If the request is disapproved,* the committee chair will attach a statement of explanation or justification to the request and then return it to his/her dean. The lack of a signature on the form would indicate disapproval.
4. THE DEAN OF THE RESPECTIVE COLLEGE MAY APPROVE OR DISAPPROVE THE REQUEST.
 - a. *If the new course is designed for majors in another college,* the dean will obtain written approval of the dean of that college, and attach it to the request.
 - b. *If the dean approves the request,* he/she will sign and forward the request with all supporting documents to the Office of Academic Affairs.

- c. *If the dean disapproves the request, he/she will attach a statement of explanation or justification and forward all documents to the Office of Academic Affairs. The lack of signatures on the form would indicate disapproval.*
5. THE OFFICE OF ACADEMIC AFFAIRS WILL REVIEW C&C FORM B-1 OR B-2 and all supporting documents for completeness, coordination, and content, and forward the request to the University Courses and Curricula Committee for action.
6. THE UNIVERSITY COURSES AND CURRICULA COMMITTEE 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 C&C Form B-1 or B-2 and return the request to the Office of Academic Affairs.*
- b. *If the committee disapproves the request, the chair will attach a statement of explanation or justification to the request and return it to the department chair through the Office of Academic Affairs and the appropriate dean.*
- c. *If the committee requires additional information, the chair will attach a statement of the committee's need. This information may be requested from the Office of Academic Affairs, the appropriate dean, the department chair, or appropriate faculty by sending it through channels to the proper office.*
7. THE VICE-CHANCELLOR FOR ACADEMIC AFFAIRS MAY APPROVE OR DISAPPROVE THE REQUEST.
- a. *If the Vice-Chancellor approves the request, he/she will sign the C&C Form B-1 or B-2 and distribute all copies from his/her office. Distribution will include one copy each to the following:*
- Dean of the College concerned
 - Chair of the Department concerned
 - Computer Services
 - Chair, University Courses and Curricula Committee
 - Academic Affairs
 - Library
- 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 concerned.*

B. INSTRUCTIONS FOR 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 A of this Chapter. A copy of C&C Form B-1 is in the Forms section of this manual and is available on the G Drive. Any additional information may be supplied by attachment to this form.

- √ Number of Copies: An original and nine copies are required to be forwarded.
- √ College, Department, and Budget Code: The appropriate data must be entered in the space provided.
- √ Course: Enter the departmental designation and course number (e.g. ENGL 440) as it is carried in the course description in the current catalog.
- √ Title: Enter the title as shown in the course description in the current catalog.

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

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

Item 2. Has this request been discussed and approved by the departmental faculty?

This item is very important. Department chairs and deans should realize that if the faculty has not approved the suggestion, the request will be delayed until appropriate approval has been secured. The University Courses and Curricula Committee will not approve a request unless it has been approved by the faculty of the department.

Item 3. 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.

Item 4. Have all departments listed in (3) 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.

Item 5. Date to be removed from master file?

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

**C. INSTRUCTIONS FOR 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 A of this Chapter. A copy of C&C Form B-2 is in the Forms section of this manual, and is available on the G Drive. Any additional information may be supplied by attachment to this form.

- √ Number of Copies: An original and nine copies are required to be forwarded.
- √ College, Department, Budget Code, and Date: The appropriate data must be entered in the space provided.
- √ Course: Enter the departmental designation and course number (e.g. ENGL 440) as it is carried in the course description in the current catalog.
- √ Title: Enter the title as shown in the course description in the current catalog.

Item 1. Present Course Description

The department should list the complete present description as it appears in the current catalog, including any changes that have been approved since the publication of the current catalog

Item 2. 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.
<i>Prerequisite:</i> 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. Three hours of lecture.		

In making changes, other sections of this manual should be consulted. Guidelines on writing course descriptions are presented in Chapter I, Section B. Changes in course number should follow the standards for course numbering listed in Chapter I, Section B. Changes in semester hours credit should follow the regulations assignment of credit stated in Chapter IX.

Item 3. 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.

Item 4. Why is this change being recommended?

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

Item 5. Has this change been discussed and approved by the departmental faculty?

This item is very important. Department chairs and deans should realize that if the faculty has not approved the suggestion, the request will be delayed until appropriate approval has been secured. The University Courses and Curricula Committee will not approve a request unless it has been approved by the faculty of the department.

Item 6. 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.

Item 7. First semester for the revised course to be offered?

Semester and year the revised course will first be offered.

D. PROCEDURE FOR MAKING A MINOR CHANGE IN AN EXISTING COURSE

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 Form B-2 through the University Courses and Curricula 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 the Office of Academic Affairs through the dean of the college. The request should be in memorandum form listing each minor change. An original and three copies are required. Upon approval in the Office of Academic Affairs, the changes will be distributed to the following:

- Dean of the College concerned
- Chair of the Department concerned
- Computer Services
- Chair, University Courses and Curricula Committee
- Academic Affairs
- Library

E. PROCEDURE 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. Also listed as MADM 493 and POLI 493. One hour of independent study.

When a request is made to cross-list an existing course as 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 in Chapter 1, Section A.

CHAPTER III

A. PROCEDURE FOR *ADDING A CURRICULUM* - C&C Form C-1

The adding of a curriculum (degree program) must receive the approval of the LSU System and of the Board of Regents. The requirements of the Regents are included in the procedure that follows. The current “Academic Policies of the Board of Regents” is reproduced in the Appendix. A copy of C&C Form C-1 is in the Forms section of this manual and is available on the G Drive.

1. THE FACULTY OF A DEPARTMENT DECIDES THE CRITERIA FOR A NEW CURRICULUM. A letter of intent (See Appendix, Board of Regents, Letters of Intent) must be forwarded (two copies) with the signature of the dean, through the Office of Academic Affairs, to the Chancellor. Upon approval by the Chancellor, the original will be transmitted to the System offices for review by the Council of Academic Heads of Campuses. Upon approval, the letter will be forwarded by the President to the staff of the Board of Regents for review. The letter of intent must be filed at least three months in advance of consideration by the Regents. 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:
 - a. be within the role and scope of the institution,
 - b. complement and strengthen existing programs at the institution,
 - c. avoid unnecessary duplication of programs at other state-supported institutions,
 - d. supply present and future manpower needs, and
 - e. be within the institution’s anticipated resources.

2. AFTER THE LETTER OF INTENT HAS BEEN APPROVED BY THE BOARD OF REGENTS, the initiating department must complete the following documents:
 - a. *Request for Adding a Curriculum (Form C-1):* Ten copies are required. See Section B of this Chapter.
 - b. *Request for Adding a New Course (Form A):* One copy is required for each new course included in the program. See Chapter I.
 - c. *Proposal for a New Degree Program:* Fifty copies are required, thirty-five for the LSU System and Board of Regents, and fifteen copies for LSUS.Forms C-1 and A must be transmitted together by the department chair to the dean of the college. 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.

3. FORMS C-1 AND A SHOULD FOLLOW THE SAME ROUTING AND APPROVAL PROCEDURE FOR ADDING A NEW COURSE AS DISCUSSED IN CHAPTER I, SECTION A.
 - Department Chair
 - College Dean
 - College Courses & Curricula Committee
 - University Courses & Curricula Committee
 - Vice-Chancellor, Academic Affairs
4. UPON APPROVAL BY THE UNIVERSITY COURSES AND CURRICULA 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.
5. 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 Affairs Committee.
6. 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.
7. 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 System, the System 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.

B. INSTRUCTIONS FOR 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 A of this Chapter. A copy of C&C Form C-1 is in the Forms section of this manual and is available on the G Drive.

- √ *Number of Copies:* An original and nine copies are required to be forwarded.
- √ *College, Department, Budget Code, and Date:* The appropriate data must be entered in the space provided.
- √ *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.
- √ *Has this request been discussed and approved by all colleges concerned?* The department chair and dean should realize that if “no” is checked the proposal will be delayed until appropriate approvals have been secured. 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.
- √ *Semester to be initiated:* In determining the semester for implementing the request, the department chair should take into consideration 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 A of this Chapter.)
- √ *Curriculum:* In blank space below (and if necessary, continue on attached sheets) reproduce entire curriculum, using catalog format.
 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.

CHAPTER IV

A. **PROCEDURE FOR *CHANGING OR DROPPING A CURRICULUM*** - C&C Form C-2

The dropping of a curriculum (degree program) must receive the approval of the LSU System and of the Board of Regents. The requirements of the Regents are included in the procedure that follows. The current “Academic Policies of the Board of Regents” is reproduced in the Appendix.

1. THE FACULTY OF A DEPARTMENT DECIDES WHAT CHANGES NEED TO BE MADE, OR IF THE CURRICULUM SHOULD BE DROPPED. When all matters are agreed upon, Form C-2 is submitted by the department chair to the dean of the college.
2. THE DEAN OF THE COLLEGE REVIEWS FORM C-2 FOR COMPLETENESS and forwards the request to the Courses and Curricula Committee of the college.
3. THAT COMMITTEE MAY APPROVE, DISAPPROVE, OR REQUIRE ADDITIONAL INFORMATION from the department.
4. IF APPROVAL IS GIVEN, the dean forwards the request to the Office of Academic Affairs. If the dean disapproves the request, it is to be forwarded to the Office of Academic Affairs with an attachment of objections.
5. THE OFFICE OF ACADEMIC AFFAIRS REVIEWS THE MATERIAL SUBMITTED FOR ACCURACY, COORDINATION, AND CONTENT. If these are in order, Form C-2 is then transmitted to the University Courses and Curricula Committee for action.
6. THE UNIVERSITY COURSES AND CURRICULA COMMITTEE MAY REQUIRE UP TO TEN WORKING DAYS FROM RECEIPT OF THE PROPOSAL BY THE COMMITTEE CHAIR for studying the request before meeting to act. One of several actions may be taken: (1) the request may be approved, (2) the request may be disapproved, or (3) the Committee may ask for more information or clarification.

Regardless of the action, the Committee chairman will return Form C-2 to the Office of Academic Affairs.

7. IF THE REQUEST IS APPROVED BY THE UNIVERSITY COMMITTEE, it is then reviewed by the Vice-Chancellor for Academic Affairs.
 - a. If approval is given, Form C-2 is signed and forwarded to the Chancellor for approval and (if dropping) transmittal to the LSU System.
 - b. If the request is not approved, the Vice Chancellor will attach a statement of explanation or justification and return the request to the respective department through the appropriate dean concerned.

B. INSTRUCTIONS FOR 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 A of this chapter. A copy of C&C Form C-2 is in the Forms section of this manual and is available on the G Drive.

- √ Number of Copies: An original and nine copies are required to be forwarded.
- √ College, Department, Budget Code, and Date: The appropriate data must be entered in the space provided.
- √ Name of Curriculum: Show name as listed in current catalog and identify page location.
- √ Type of Degree: Show degree listed in catalog.
- √ Action: Check the appropriate block: CHANGING or DROPPING.
- √ Has this request been discussed and approved by all colleges concerned? The department chairman and dean should realize that if “no” is checked the proposal will be delayed until appropriate approvals have been secured. 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.
- √ 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.
- √ 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.

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

CHAPTER V

A. **PROCEDURE FOR *ESTABLISHING A CONCENTRATION*** - C&C Form D-1

1. THE FACULTY OF A DEPARTMENT DECIDES CRITERIA FOR A CONCENTRATION. When all matters pertaining to the new concentration have been agreed upon, C&C Form D-1 will be completed in accordance with Section B of this chapter and forwarded by the department chair to his/her dean. The request will be made in sufficient time to allow the University Courses and Curricula Committee ten working days for study before meeting to act.
2. THE DEAN REVIEWS THE C&C FORM D-1 FOR COMPLETENESS and forwards the request to the Courses and Curricula Committee of the college concerned.
3. THE COLLEGE COURSES AND CURRICULA COMMITTEE 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 College Committee chair will sign and return the request to his/her dean.
 - b. *If the request is disapproved*, the College Committee chair will attach a statement of explanation or justification to the request and then return it to his/her dean. The lack of a signature on the form would indicate disapproval.
4. THE DEAN OF THE RESPECTIVE COLLEGE MAY APPROVE OR DISAPPROVE THE REQUEST.
 - a. *If the dean approves the request*, he/she will sign and forward the request with all supporting documents to the Office of Academic Affairs.
 - b. *If the dean disapproves the request*, he/she will attach a statement of explanation or justification and forward all documents to the Office of Academic Affairs. The lack of signatures on the form would indicate disapproval.
5. THE OFFICE OF ACADEMIC AFFAIRS WILL REVIEW THE C&C FORM D-1 and all supporting documents for completeness, coordination, and content, and forward the request to the University Courses and Curricula Committee for action.
6. THE UNIVERSITY COURSES AND CURRICULA COMMITTEE 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 C&C Form D-1 and return the request to the Office of Academic Affairs.
- b. *If the committee disapproves the request*, the chair will attach a statement of explanation or justification to the request and return it to the department chair through the Office of Academic Affairs and the appropriate dean.
- c. IF THE COMMITTEE REQUIRES ADDITIONAL INFORMATION, the chair will attach a statement of the committee's need. This information may be requested from the Office of Academic Affairs, the appropriate dean, the department chair, or appropriate faculty by sending it through channels to the proper office.

7. THE VICE-CHANCELLOR FOR ACADEMIC AFFAIRS MAY APPROVE OR DISAPPROVE THE REQUEST.

- a. *If the Vice-Chancellor approves the request*, he/she will sign the C&C Form D-1 and distribute all copies from his/her office. Copies are given to the Dean of the College concerned, Chair of the Department concerned, Computer Services, Chair of the University Courses and Curricula Committee, Academic Affairs, and Library.
- 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 concerned.

B. INSTRUCTIONS FOR 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 A of this Chapter. A copy of C&C Form D-1 is in the Forms section of this manual and is available on the G Drive.

- √ *Number of Copies:* An original and nine copies are required to be forwarded.
- √ *College, Department, Budget Code, and Date:* The appropriate data must be entered in the space provided.
- √ *Name of Concentration:* Enter the name of the concentration as it will be carried in the catalog.
- √ *Requirements 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.
- √ *Initial Semester:* The Initial Semester is the semester that the department plans to begin offering the new concentration. Enter the appropriate semester and year, e.g., Spring, 2006.
- √ *Has this concentration 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 Committee approve a course that has not been approved by the departmental faculty concerned and by the College Courses and Curricula Committee.

CHAPTER VI

A. **PROCEDURE FOR DROPPING OR MAKING A MAJOR CHANGE IN AN EXISTING CONCENTRATION** - C&C Form D-2

Changes in courses and number of hours are considered to be major changes in courses and curricula material. A copy of C&C Form D-2 is in the Forms section of this manual and is available on the G Drive.

1. THE FACULTY OF A DEPARTMENT SHOULD INITIATE REQUESTS FOR CHANGES AND FOR DROPS OF CONCENTRATIONS. When all matters pertaining to the change or drop have been agreed upon, the appropriate form will be completed in accordance with Section B of this chapter and forwarded by the department chair to his/her dean. The request will be made in sufficient time to allow the University Courses and Curricula Committee ten working days for study before meeting to act.
2. THE DEAN REVIEWS THE C&C FORM D-2 FOR COMPLETENESS and forwards the request to the courses and curricula committee of the college concerned.
3. THE COLLEGE COURSES AND CURRICULA COMMITTEE 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 committee chair will sign and return the request to his/her dean.
 - b. *If the request is disapproved,* the committee chair will attach a statement of explanation or justification to the request and then return it to his/her dean. The lack of a signature on the form would indicate disapproval.
4. THE DEAN OF THE RESPECTIVE COLLEGE MAY APPROVE OR DISAPPROVE THE REQUEST.
 - a. *If the dean approves the request,* he/she will sign and forward the request with all supporting documents to the Office of Academic Affairs.
 - b. *If the dean disapproves the request,* he/she will attach a statement of explanation or justification and forward all documents to the Office of Academic Affairs. The lack of signatures on the form would indicate disapproval.
5. THE OFFICE OF ACADEMIC AFFAIRS WILL REVIEW C&C FORM D-2 and all supporting documents for completeness, coordination, and content, and forward the request to the University Courses and Curricula Committee for action.

6. THE UNIVERSITY AND CURRICULA COMMITTEE 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 C&C Form D-2 and return the request to the Office of Academic Affairs.
 - b. *If the committee disapproves the request*, the chair will attach a statement of explanation or justification to the request and return it to the department chair through the Office of Academic Affairs and the appropriate dean.
 - c. *If the committee requires additional information*, the chair will attach a statement of the committee's need. This information may be requested from the Office of Academic Affairs, the appropriate dean, the department chair, or appropriate faculty by sending it through channels to the proper office.

7. THE VICE-CHANCELLOR FOR ACADEMIC AFFAIRS MAY APPROVE OR DISAPPROVE THE REQUEST.
 - a. *If the Vice-Chancellor approves the request*, he/she will sign the C&C Form D-2 and distribute all copies from his/her office. Copies are given to the Dean of the College concerned, Chair of the Department concerned, Chair of the University Courses and Curricula Committee, Academic Affairs, and Library.
 - 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 concerned.

B. INSTRUCTIONS FOR 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 A of this Chapter. A copy of C&C Form D-2 is in the Forms section of this manual and is available on the G Drive.

- √ *Number of Copies:* An original and nine copies are required to be forwarded.
- √ *College, Department, Budget Code, and Date:* The appropriate data must be entered in the space provided.
- √ *Name of Concentration:* Show name as listed in current catalog and identify page location.
- √ *Action:* Check the appropriate box, CHANGING or DROPPING.
- √ *Has this request been discussed with and approved by all colleges concerned?* The decision should come from within a department from a consensus of the faculty concerned. Indicate whether this prerequisite has been met. In no case will the University Courses and Curricula Committee make a change or drop a concentration unless this has been approved by the departmental faculty concerned and by the College Courses and Curricula Committee.
- √ *Initial Semester:* The Initial Semester is the semester that the department plans to begin offering the new concentration. Enter the appropriate semester and year, e.g., Spring, 2006.

C. PROCEDURE FOR MAKING A MINOR CHANGE IN AN EXISTING 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 Form D-2 through the University Courses and Curricula 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 the Office of Academic Affairs through the dean of the college. The request should be in memorandum form listing each minor change. An original and three copies are required. Upon approval in the Office of Academic Affairs, the changes will be distributed to the following:

- Dean of the College concerned
- Chair of the Department concerned
- Computer Services
- Chair, University Courses and Curricula Committee
- Academic Affairs
- Library

CHAPTER VII

A. **PROCEDURE FOR *ESTABLISHING A MINOR*** - C&C Form E-1

1. THE FACULTY OF A DEPARTMENT DECIDES CRITERIA FOR A MINOR. When all matters pertaining to the new minor have been agreed upon, C&C Form E-1 will be completed in accordance with Section B of this chapter and forwarded by the department chair to his/her dean. The request will be made in sufficient time to allow the University Courses and Curricula Committee ten working days for study before meeting to act.
2. THE DEAN REVIEWS THE C&C FORM E-1 FOR COMPLETENESS and forwards the request to the Courses and Curricula Committee of the college concerned.
3. THE COLLEGE COURSES AND CURRICULA COMMITTEE 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 College Committee chair will sign and return the request to his/her dean.
 - b. *If the request is disapproved*, the College Committee chair will attach a statement of explanation or justification to the request and then return it to his/her dean. The lack of a signature on the form would indicate disapproval.
4. THE DEAN OF THE RESPECTIVE COLLEGE MAY APPROVE OR DISAPPROVE THE REQUEST.
 - a. *If the dean approves the request*, he/she will sign and forward the request with all supporting documents to the Office of Academic Affairs.
 - b. *If the dean disapproves the request*, he/she will attach a statement of explanation or justification and forward all documents to the Office of Academic Affairs. The lack of signatures on the form would indicate disapproval.
5. THE OFFICE OF ACADEMIC AFFAIRS WILL REVIEW THE C&C FORM E-1 and all supporting documents for completeness, coordination, and content, and forward the request to the University Courses and Curricula Committee for action.
6. THE UNIVERSITY COURSES AND CURRICULA COMMITTEE 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 C&C Form E-2 and return the request to the Office of Academic Affairs.

- b. *If the committee disapproves the request*, the chair will attach a statement of explanation or justification to the request and return it to the department chair through the Office of Academic Affairs and the appropriate dean.
 - c. IF THE COMMITTEE REQUIRES ADDITIONAL INFORMATION, the chair will attach a statement of the committee's need. This information may be requested from the Office of Academic Affairs, the appropriate dean, the department chair, or appropriate faculty by sending it through channels to the proper office.
7. THE VICE-CHANCELLOR FOR ACADEMIC AFFAIRS MAY APPROVE OR DISAPPROVE THE REQUEST.
- a. *If the Vice-Chancellor approves the request*, he/she will sign the C&C Form E-2 and distribute all copies from his/her office. Copies are given to the Dean of the College concerned, Chair of the Department concerned, Computer Services, Chair of the University Courses and Curricula Committee, Academic Affairs, and Library.
 - 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 concerned.

B. INSTRUCTIONS FOR 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 A of this Chapter. A copy of C&C Form E-1 is in the Forms section of this manual and is available on the G Drive.

- √ *Number of Copies:* An original and nine copies are required to be forwarded.
- √ *College, Department, Budget Code, and Date:* The appropriate data must be entered in the space provided.
- √ *Name of Minor:* Enter the name of the minor as it will be carried in the catalog.
- √ *Requirements for Minor:* Every minor must meet the following:
 1. The academic minor must require 21 to 24 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 21 - 24 hours.
 6. Nine of the hours must be housed in the department responsible for the minor.
- √ *Initial Semester:* The Initial Semester is the semester that the department plans to begin offering the new minor. Enter the appropriate semester and year, e.g., Spring, 2006.
- √ *Has this minor 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 Committee approve a course that has not been approved by the departmental faculty concerned and by the College Courses and Curricula Committee.

CHAPTER VIII

A. **PROCEDURE FOR DROPPING OR MAKING A MAJOR CHANGE IN AN EXISTING MINOR** - C&C Form E-2

Changes in courses and number of hours are considered to be major changes in courses and curricula material. A copy of C&C Form E-2 is in the Forms section of this manual and is available on the G Drive.

1. THE FACULTY OF A DEPARTMENT SHOULD INITIATE REQUESTS FOR CHANGES AND FOR DROPS OF MINORS. When all matters pertaining to the change or drop have been agreed upon, the appropriate form will be completed in accordance with Section B of this chapter and forwarded by the department chair to his/her dean. The request will be made in sufficient time to allow the University Courses and Curricula Committee ten working days for study before meeting to act.
2. THE DEAN REVIEWS THE C&C FORM E-2 FOR COMPLETENESS and forwards the request to the courses and curricula committee of the college concerned.
3. THE COLLEGE COURSES AND CURRICULA COMMITTEE 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 committee chair will sign and return the request to his/her dean.
 - b. *If the request is disapproved,* the committee chair will attach a statement of explanation or justification to the request and then return it to his/her dean. The lack of a signature on the form would indicate disapproval.
4. THE DEAN OF THE RESPECTIVE COLLEGE MAY APPROVE OR DISAPPROVE THE REQUEST.
 - a. *If the dean approves the request,* he/she will sign and forward the request with all supporting documents to the Office of Academic Affairs.
 - b. *If the dean disapproves the request,* he/she will attach a statement of explanation or justification and forward all documents to the Office of Academic Affairs. The lack of signatures on the form would indicate disapproval.
5. THE OFFICE OF ACADEMIC AFFAIRS WILL REVIEW C&C FORM E-2 and all supporting documents for completeness, coordination, and content, and forward the request to the University Courses and Curricula Committee for action.

6. THE UNIVERSITY AND CURRICULA COMMITTEE 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 C&C Form E-2 and return the request to the Office of Academic Affairs.
 - b. *If the committee disapproves the request*, the chair will attach a statement of explanation or justification to the request and return it to the department chair through the Office of Academic Affairs and the appropriate dean.
 - c. *If the committee requires additional information*, the chair will attach a statement of the committee's need. This information may be requested from the Office of Academic Affairs, the appropriate dean, the department chair, or appropriate faculty by sending it through channels to the proper office.

7. THE VICE-CHANCELLOR FOR ACADEMIC AFFAIRS MAY APPROVE OR DISAPPROVE THE REQUEST.
 - a. *If the Vice-Chancellor approves the request*, he/she will sign the C&C E-2 and distribute all copies from his/her office. Copies are given to the Dean of the College concerned, Chair of the Department concerned, Computer Services, Chair of the University Courses and Curricula Committee, Academic Affairs, and Library.
 - 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 concerned.

B. INSTRUCTIONS FOR 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 A of this Chapter. A copy of C&C Form E-2 is in the Forms section of this manual and is available on the G Drive.

- √ *Number of Copies:* An original and nine copies are required to be forwarded.
- √ *College, Department, Budget Code, and Date:* The appropriate data must be entered in the space provided.
- √ *Name of Minor:* Show name as listed in current catalog and identify page location.
- √ *Action:* Check the appropriate box, CHANGING or DROPPING.
- √ *Has this request been discussed with and approved by all colleges concerned?* The decision should come from within a department from a consensus of the faculty concerned. Indicate whether this prerequisite has been met. In no case will the University Courses and Curricula Committee make a change or drop a minor unless this has been approved by the departmental faculty concerned and by the College Courses and Curricula Committee.
- √ *Initial Semester:* The Initial Semester is the semester that the department plans to begin offering the new minor. Enter the appropriate semester and year, e.g., Spring, 2005.

C. PROCEDURE FOR MAKING A MINOR CHANGE IN AN EXISTING MINOR

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 Form E-2 through the University Courses and Curricula 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 the Office of Academic Affairs through the dean of the college. The request should be in memorandum form listing each minor change. An original and three copies are required. Upon approval in the Office of Academic Affairs, the changes will be distributed to the following:

- Dean of the College concerned
- Chair of the Department concerned
- Computer Services
- Chair, University Courses and Curricula Committee
- Academic Affairs
- Library

CHAPTER IX

SPECIFIC PROBLEMS

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 the Office of Academic Affairs for consideration and resolution.

A. DEFINITIONS

1. *Independent Study*- A method of instruction in which studies by individual students is 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. 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.

C. 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.

D. 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 the Office of Academic Affairs. After the approval by the Office of 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.*

E. ADMINISTRATOR APPROVAL

All forms call for the approval signature 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.

F. 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, and 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 in the Forms section of this manual and 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 on the ledger.*

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 Office of the Registrar.

G. 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. No more than six semester hours credit may be earned in any one undergraduate course.
 - b. Any course for which repeat credit is allowed must be so identified in its catalog description.
 - c. The area of study must be listed on a student's transcript. Procedures for implementing this policy are described in the section of this chapter entitled RECORDING TOPICS OF VARIABLE TOPIC COURSES.
 - d. No seminar may be offered on a topic that is already listed as a separate course.
 - e. No seminar may be conducted on the same topic more than two successive semesters. If there is a need for a third offering of the topic, it must be submitted to the Courses and Curricula Committee for approval as a regularly offered course using Form A.

H. 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:

Approved Electives
(any course in History, Sociology, or Political Science)6 hrs.
(any course outside College of Business Administration).....12 hrs.
(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.
Philosophy6 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.

**UNDERGRADUATE
COURSES AND CURRICULA MANUAL**

FORMS

REQUEST FOR ADDITION OF NEW COURSE

College _____ Department _____ Budget Code _____ Date _____

Course & Number _____ Abbr. Title max 20 spaces _____ Sem Cr. _____

Faculty Contact hours per week:

Regular Semester: Lect ___ Lab ___ Lect-Lab ___ Sem ___ Res ___ Clin ___ Ind. St ___
Summer Sem. Lect ___ Lab ___ Lect-Lab ___ Sem ___ Res ___ Clin ___ Ind. St ___

Initial Semester: _____ Semester(s) Normally Offered: Fall ___ Spring ___ Summer ___

- 1. Justification for the addition of this course (submit on separate sheet)
2. Catalog Description (submit on separate sheet)
3. Primary Course prerequisite: Course No. _____ Title _____
4. To what degree, if any, will the course duplicate other courses offered on campus?
5. Curricula for which course was designed; for each state whether elective or required:

6. Has this course been discussed and approved by the Departmental faculty? Yes [] No []

7. Enrollment Per Semester: Estimated _____ Min. _____ Max. _____

- 8. If this course is approved:
(a) Will additional staff be needed? Yes [] No []
(b) Will additional space, equipment, special library materials, or any major expense be involved? Yes [] No []
(c) Will a special fee be assessed of a student enrolling in this course? Yes [] No [] If yes, amount _____
(d) If the answer to any part of Question #8 is "Yes," provide explanation on reverse side of this form.

ACADEMIC AFFAIRS: CIP Number for this course _____
Primary Prereq. CIP Number _____

APPROVED DATE APPROVED DATE

Department Chair University Courses & Curricula Chair

College Courses & Curricula Chair Vice Chancellor for Academic Affairs

College Dean Chancellor

REQUEST FOR DROPPING A COURSE

College _____ Department _____ Budget Code _____ Date _____

Course _____ Title _____

(1) Why is the deletion of this course being recommended?

(2) Has this request been discussed and approved by the departmental faculty?

(3) List all curricula which require this course:

(4) Have all departments listed in (3) been consulted concerning the deletion of this course?

(5) Date to be removed from master file _____

APPROVED

DATE

APPROVED

DATE

Department Chair

University Courses & Curricula Chair

College Courses & Curricula Chair

Vice Chancellor for Academic Affairs

College Dean

Chancellor

REQUEST FOR CHANGING A COURSE

College _____ Department _____ Budget Code _____ Date _____

Course _____ Title _____

(1) Present Course Description:

(2) Proposed Course Description: (Submit this Catalog Description on a separate sheet of paper)

(3) New Abbreviated Title: (maximum 20 characters and spaces)

(4) Why is this change being recommended?

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

(6) Have other departments that require this course been consulted?

(7) First semester for the revised course to be offered _____

APPROVED

DATE

APPROVED

DATE

Department Chair

University Courses & Curricula Chair

College Courses & Curricula Chair

Vice Chancellor for Academic Affairs

College Dean

Chancellor

REQUEST FOR ADDING A CURRICULUM

College _____ Department _____ Budget Code No. _____ Date _____

Name of Curriculum _____ Type of Degree _____

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

Semester to be initiated: Fall _____ Spring _____ Summer _____ Year _____

CURRICULUM

APPROVED

DATE

APPROVED

DATE

Department Chair

Vice Chancellor for Academic Affairs

College Courses & Curricula Chair

Chancellor

College Dean

Vice President for Academic Affairs

University Courses & Curricula Chair

President

REQUEST FOR CHANGING OR DROPPING A CURRICULUM

College _____ Department _____ Budget Code No. _____ Date _____
Name of Curriculum _____ Type of Degree _____

(As currently listed on page _____ of the _____ catalog)

Action (check appropriate block):

[] CHANGING: Attach a copy of the current curriculum in the "Present" column and list the changes in the "Proposed" column. Explain all changes adequately on attachment.

[] DROPPING: Attach a copy of the current curriculum in the "Present" column. Explain reasons for dropping on attachment.

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

Semester to be initiated: Fall _____ Spring _____ Summer _____ Year _____

CURRICULUM

Table with 2 columns: Present, Proposed

APPROVED

DATE

APPROVED

DATE

Department Chair

Vice Chancellor for Academic Affairs

College Courses & Curricula Chair

Chancellor

College Dean

Vice President for Academic Affairs

University Courses & Curricula Chair

President

REQUEST FOR ADDING A CONCENTRATION

College _____ Department _____ Budget Code No. _____ Date _____
Name of Curriculum _____ Name of Concentration _____

Has this concentration been discussed with and approved by the Departmental faculty? Yes ____ No ____

Semester to be initiated: Fall ____ Spring ____ Summer ____ Year _____

CURRICULUM FOR CONCENTRATION

APPROVED

DATE

APPROVED

DATE

Department Chair

University Courses & Curricula Chair

College Courses & Curricula Chair

Vice Chancellor for Academic Affairs

College Dean

Chancellor

REQUEST FOR CHANGING OR DROPPING A CONCENTRATION

College _____ Department _____ Budget Code No. _____ Date _____

Name of Curriculum _____ Name of Concentration _____

(As currently listed on page _____ of the _____ catalog)

Action (check appropriate block):

CHANGING: Attach a copy of the current curriculum in the "Present" column and list the changes in the "Proposed" column. Explain all changes adequately on attachment.

DROPPING: Attach a copy of the current curriculum in the "Present" column. Explain reasons for dropping on attachment.

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

Semester to be initiated: Fall _____ Spring _____ Summer _____ Year _____

CURRICULUM

Table with 2 columns: Present, Proposed

APPROVED DATE APPROVED DATE

Department Chair

Vice Chancellor for Academic Affairs

College Courses & Curricula Chair

Chancellor

College Dean

Vice President for Academic Affairs

University Courses & Curricula Chair

President

REQUEST FOR ADDING A MINOR

College _____ Department _____ Budget Code No. _____ Date _____

Name of Minor _____

Has this minor been discussed with and approved by the Departmental faculty? Yes ____ No ____

Semester to be initiated: Fall ____ Spring ____ Summer ____ Year _____

CURRICULUM FOR MINOR

APPROVED

DATE

APPROVED

DATE

Department Chair

University Courses & Curricula Chair

College Courses & Curricula Chair

Vice Chancellor for Academic Affairs

College Dean

Chancellor

REQUEST FOR CHANGING OR DROPPING A MINOR

College _____ Department _____ Budget Code No. _____ Date _____

Name of Minor _____

(As currently listed on page _____ of the _____ catalog)

Action (check appropriate block):

CHANGING: Attach a copy of the current curriculum in the "Present" column and list the changes in the "Proposed" column. Explain all changes adequately on attachment.

DROPPING: Attach a copy of the current curriculum in the "Present" column. Explain reasons for dropping on attachment.

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

Semester to be initiated: Fall _____ Spring _____ Summer _____ Year _____

CURRICULUM

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

APPROVED

DATE

APPROVED

DATE

Department Chair

Vice Chancellor for Academic Affairs

College Courses & Curricula Chair

Chancellor

College Dean

Vice President for Academic Affairs

University Courses & Curricula Chair

President

SEMINAR AND RESEARCH TOPIC REPORT

Report for: _____
 Fall Spring Summer Of Year

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.		

APPROVED:

 Department Chair Date

 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.*

copy: Admissions and Records

**UNDERGRADUATE
COURSES AND CURRICULA MANUAL**

APPENDICES

Letters of Intent for Projected New Academic Programs

Academic Affairs Policy 2.04

Letters of Intent serve two related purposes. They allow the Board of Regents to decide whether campuses should continue to plan for the development of new academic programs and to coordinate statewide the development of new academic programs. Accordingly, colleges and universities shall transmit Letters of Intent to the Commissioner of Higher Education for all new programs to be proposed, with the exception of proposed undergraduate programs below the baccalaureate level.

Procedures and time lines for Letters of Intent are as follows:

- A Letter of Intent may be filed at any time.
- A separate document must be prepared for each projected program.
- Letters of Intent will be scheduled for consideration by the Board of Regents within ninety days (90) after receipt of documentation.
- A full program proposal may be submitted ninety (90) days after a Letter of Intent has been approved by the Board of Regents.
- Letters of Intent are valid for three years after approval by the Board of Regents. Upon expiration of this time period, a new Letter of Intent must be submitted.

The following factors will be considered in assessing Letters of Intent:

1. The program must be within the role and scope of the institution.
2. The program must not be needlessly duplicative of those at other institutions of higher education.
3. The program shall be consistent with the mandates of the desegregation Settlement Agreement.
4. The program shall adhere to specific criteria for funding (see PART H).

Specifically, each Letter of Intent shall address the following:

Part A: Description

1. Include the Title and CIP Code of degree or certificate contemplated.
2. Briefly describe the nature and objectives of the projected program.

Part B: Need

1. Please indicate if the projected program, or a similar one, been offered at the institution previously?
2. List similar programs offered at other institutions (public and private) in Louisiana. If so, are there possibilities for a cooperative program?
3. Discuss reasons for proposed program, such as manpower needs, impact on economic development, critical educational state and/or community needs, etc.

Part C: Students

1. Estimate the number of enrollees and graduates for the projected program in each of the first five years by level of student. Include a justification for these figures.
2. Indicate sources of financial support for students if a graduate program is requested.

Part D: Faculty

1. Summarize credentials of the present faculty members who will be most directly involved in the projected program.
2. Estimate the number of new faculty needed to initiate the projected program for each of the first five years.

Part E: Library and Other Informational Resources

Briefly describe existing or anticipated library and informational resources to be available to support the projected program.

Part F: Facilities and Equipment

Briefly describe existing or anticipated facilities and equipment to be available to support the projected program.

Part G: Administration

Briefly describe the administrative plan for the projected program.

Part H: Costs

Estimate costs for the projected program for the first five years. Indicate any amounts to be absorbed out of current sources of revenue and needs for additional appropriations (if any).

The Board of Regents shall not approve planning for a new academic program unless the prospective program meets one or more of criteria 1-5 below:

1. The program will be formulated through a reorganization of existing courses, requiring no additional State expenditures for at least five years (for example, new options or concentrations in existing programs).
2. The program will be funded by concomitant reductions in expenditures, requiring no additional State expenditures for at least five years (for example, programs funded by the reallocation of resources from terminated or consolidated programs).
3. The program will be funded entirely through non-State monies for a period of five years.
4. The program will demonstrably promote economic development in the State.
5. The program is deemed indispensable to fulfilling the role, scope, and mission of the university or college and is deemed indispensable to fulfilling critical educational needs of the State.

Guidelines: Proposal of a New Academic Program

General Information

1. A separate proposal must be prepared for each projected program¹.
2. A new program or elimination or revision of an existing program cannot be publicized or implemented prior to approval by the Board of Regents. A new program is defined as a new major which leads to a certificate or a degree at a level or in a field not heretofore offered by the institution. A new program may involve the addition of courses to an existing degree program or it may consist entirely of existing courses packaged in a manner which constitutes a new major. Institutions should discuss planned curricular revisions with the Academic Affairs' staff to determine the appropriate Guidelines and procedures to use in requesting Board of Regents' Approval.
3. Proposals must be approved by the institution's management board before submission to the Board of Regents².
4. A Proposal may be submitted ninety (90) days after the Letter of Intent has been approved by the Board of Regents³. A Letter of Intent is valid for three years after approval by the Board of Regents. After three years, a new Letter of Intent must be submitted.³ Letters of Intent are required for each baccalaureate, master's specialist, and doctoral program.
5. A proposal must contain adequate information⁴.
6. A request for a program (Letter of Intent or Proposal) that was disapproved cannot be resubmitted for one calendar year⁵ after the request was denied by the Board of Regents.
7. Factors that will be considered in assessing a proposed academic program include, but are not limited to the following:³
 - a. Need for the program;
 - b. The role and scope of the institution;
 - c. Program duplication (existing programs at other institutions);
 - d. Mandates of the Desegregation Agreement;
 - e. Funding;
 - f. Resources; and
 - g. Criteria of the appropriate accreditation agency (if applicable).

¹Policy 2.05

²Policy 2.08

³Policy 2.04

⁴Policy 2.02

⁵Policy 2.09

Proposal Format

(Please use the Request Form as a cover sheet.)

1. Description

- a. Give title, nature and objective of the proposal program.
- b. Degree or certificate contemplated.
- c. List and describe course offerings to comprise the program, indicating new courses by an asterisk (*). Indicate the terms during which existing courses were last offered.
- d. Outline the curriculum for the proposed program, in sequence or term-by-term. Include any other new courses not covered in the curriculum that will be offered in the new program as electives.
- e. Indicate any special requirements. If a graduate degree is contemplated, indicate if a thesis or dissertation is required and if not, what is substituted.
- f. Furnish documentation of the approval of the proposed program by the institution's Governing Board.

2. Need

- a. Has the proposed program, or a similar one, been offered at the institution previously? (If the answer to this question is "yes," give reasons for the termination of the earlier program.)
- b. List similar programs offered at other institutions (public and private) in Louisiana. If a graduate program is requested, indicate similar programs in neighboring states.
- c. If similar programs exist in Louisiana, why is an additional program needed? Indicate manpower needs, including interest on the part of industry, academia, governmental agencies, or other institutions.
- d. If a graduate program is requested, indicate:
 - i. State, regional, and national need in the field for more graduates. Cite any pertinent studies or national and state trends.
 - ii. Are there possibilities for cooperative programs?
- e. If this program is approved, will its approval result in the termination of phasing out of existing programs? That is, could this program be considered a replacement program?

3. Students

- a. Project the enrollment and estimate the number of graduates expected for the proposed program for the first five years by level of student and with a justification for the projections.
- b. Indicate the source of students—from existing programs or students who might not otherwise be attracted to the institution.
- c. What preparation will be necessary for student to enter the program?
- d. Provide enrollment data for closely related programs currently offered at the institution. If the proposed program is an expansion of an existing program, give the past four years' enrollments in existing programs by level, and number of degrees granted.
- e. If a graduate program is requested, indicate sources of financial support for students.

4. Faculty

- a. List the present faculty members who will be most directly involved in the proposed program. Indicate for each faculty member: his name; date of appointment; present rank; degrees (by field) and institutions granting them; present credits, contact hours, and student credit hours produced; and other assignments.
- b. Calculate the present student-faculty ratio in the subject matter field or department in which the proposed program will be offered. The basis for this calculation should be full-time equivalent students and faculty and should be computed based on all students taught rather than the student majors or other related groupings.
- c. Project the number of new faculty members needed to initiate the proposed program for each of the first five years. If the proposed program will be absorbed in whole or part by present faculty, explain how this will be done.
- d. Explain if recruiting new faculty members will require an unusual outlay of funds or unique techniques. For example, will a special chair of instruction be required to attract a nationally recognized person?
- e. Describe involvement of faculty, present and projected, in research, extension and other activities and the relationship of these activities to the teaching load.
- f. If a graduate program is requested, indicate:
 - i. For present faculty, areas of specialized competence related to the new program. (List publications and their nature as well as direction of theses and dissertations.)
 - ii. For proposed new faculty, qualifications and/or strengths needed.

5. Library and Other Special Resources

- a. Are present library holdings in related fields adequate to initiate the proposed program?
- b. Will the library holdings need to be expanded and improved to meet program needs of the program in the first five years? If so, what types will be needed B books, periodicals, reference books, primary source materials, etc.?
- c. Do other institutions have library resources being used or available to faculty and students for the proposed program?
- d. Indicate or estimate total expenditure for the last two completed fiscal years in library acquisitions for the subject matter fields or departments in which the proposed program will be offered, or which are related to it.
- e. Project library expenditures needed for the first five years of the proposed program.
- f. What additional special resources, other than library holdings, will be needed?
- g. If a graduate program is requested, indicate:
 - i. Special library resources needed to offer a program of quality.
 - ii. How do library resources deemed desirable compare to other institutions with similar programs that are high quality? Cite specific comparisons of other institutions.

6. Facilities and Equipment

- a. Describe existing facilities (classrooms, laboratories, offices, etc.) available for the proposed program.

- b. Describe present utilization of these facilities where facilities are assigned to the department.
- c. Indicate the need for new facilities, such as special buildings, laboratories, minor construction, remodeling, and fixed equipment. If special facilities and equipment will be needed, estimate cost and indicate proposed sources for financing.

7. Administration

- a. In what department, division, school, college, or other designation will the proposed program be administered? Explain if the program is interdisciplinary and/or inter-departmental.
- b. Indicate if the proposed program will affect the present administrative structure of the institution.
- c. Describe any special departmental strengths and/or weaknesses and how the proposed program will affect them.

8. Accreditation

- a. Is the program eligible to be accredited? If so, give the name(s) of the accrediting agency(ies), requirements for accreditation, and how the criteria will be achieved.
- b. Delineate the initial costs of accreditation and subsequent annual cost.
- c. If a doctoral program is requested, describe the use of consultants in developing the proposed program and include a copy of their report as an appendix to the proposal. The use of consultants to assist in the development of such proposal is highly recommended, if not imperative.

9. Related Fields

- a. Indicate subject matter fields at the institution, which are related to, or will support, the proposed program.
- b. Evaluate the supporting fields and indicate if they need improvement. If so, indicate the extent of improvement needed and cost.

10. Costs

- a. Estimate costs of the proposed program for the first four years. Indicate any amounts to be absorbed out of current sources of revenue and needs for additional appropriations (if any). Indicate if federal or other sources of funds are available. Are there prospects for increased income from students recruited specifically to this program who otherwise would not have enrolled?
- b. Indicate departmental costs:
 - i. Show departmental operating expenditures for the last two completed fiscal years for departments involved in or related to the proposed program.
 - ii. How will the proposed program affect the allocation of these funds?
- c. Indicate if additional funds for research will be needed to support the proposed program.
- d. Provide estimates of additional cost on the attached form.

**Institutional Requests for Revision or Elimination of Existing Academic
Programs and Administrative Units**
Academic Affairs Policy 2.08

The Board of Regents encourages campuses and their management boards to initiate self-evaluation leading to the revision or elimination of existing academic programs and administrative units that are under productive or of marginal quality.

While no specific format is required, requests for revision or elimination of existing academic programs and administrative units which do not involve the creation of new academic programs should consider the criteria outlined in the Guidelines: Proposal for New Academic Program; and Guidelines: Proposed New Centers, Institutes, and Other Similar Academic/Research Units.

After receiving the approval of their management boards, institutions must submit to the Board of Regents all requests for the revision or elimination of existing academic programs and administrative units and for the establishment of new administrative units, as prescribed by the Guidelines above. Requests may be submitted at any time, and a response will be given within ninety (90) days of the date of receipt. Justification must be included with each request. The Commissioner of Higher Education may, without Board review, approve those requests for revisions of existing academic programs and administrative units which would not affect the nature of the program or the degree being offered.

LOUISIANA BOARD OF REGENTS

GUIDELINES: REQUEST FOR AUTHORITY TO OFFER A NEW PROGRAM*

SUBMIT FIVE (5) COPIES AND ONE (1) DISK (WORDPERFECT OR WORD)

Name of Institution Submitting Proposal _____

Specific Degree to be Awarded Upon Completion _____

CIP Taxonomy (*From Program Classification Structure*) _____

Date to be Initiated _____

Name of Department or Academic Subdivision
Responsible for the Program _____

Name, Rank, and Title of Individual Primarily
Responsible for Administering the Program _____

Date Approved by Governing Board _____

Date Received by Louisiana Board of Regents _____

Academic Affairs Committee Review _____

Board Action (Nature of Action)** _____

Date of Board Action _____

* Information requested in these guidelines, which has already been provided in the related Letter of Intent, need not be presented again, unless the data given in the letter of intent has changed in the interim period between submittal of the letter and submittal of the full proposal.

** Prior to final action by the Board of Regents, no institution shall initiate or publicize a new program.