



POLICY STATEMENT 45 COURSES AND CURRICULA

POLICY DIGEST

Monitoring Unit: Office of Academic Affairs
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I. PURPOSE

To define university policies and procedures concerning the adding, changing, or terminating of course offerings; the adding, changing, and terminating of curricula, certificates, concentrations, minors, and rubrics; and the charge and membership of the Faculty Senate Courses & Curricula Committee.

II. ABBREVIATIONS & DEFINITIONS

A. Abbreviations

BoR	Board of Regents
BoS	Board of Supervisors
EVPP	Executive Vice President & Provost
FSCCC	Faculty Senate Courses & Curricula Committee
OAA	Office of Academic Affairs
OIE	Office of Institutional Effectiveness
OUR	Office of the University Registrar
SACSCOC	Southern Association of Colleges & Schools Commission on Colleges

B. Definitions

CIP Code: taxonomy developed by the U.S. Department of Education; used nationally to support the accurate tracking and reporting of academic programs

Concentration: an alternative track of courses within a major, accounting for at least 30% of the major requirements.

Credit Hour: (See Section III.B., p. 4)

Curriculum: listing of requirements for a degree program including required and elective courses, required program activities, and assessments.

Degree Program: A grouping of campus-approved courses and requirements that, when satisfactorily completed by a student, will entitle the student to a degree from a public institution of higher education.

Independent Study: a form of study initiated by the students, which expands their knowledge in a particular area of interest, and is conducted under the supervision of a faculty member knowledgeable in the area of study

Internship: a paid or unpaid learning experience that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships are typically one-time work or service experiences related to a student's major or career goal. The internship plan generally involves a student working in a professional setting under the supervision and monitoring of practicing professionals and faculty.

Lecture: a presentation by a member of the faculty on a particular subject given in order to teach students about that subject.

Laboratory/Studio: an active learning environment where students conduct research, experiments, or the application of professional techniques under the supervision of a member of the faculty.

Lower-level Courses: courses that are at the 1000- and 2000-levels.

Major: part of a degree program which consists of a specified group of courses in a particular discipline or field, usually consisting of 25% or more of total hours required in an undergraduate curriculum.

Minor: part of a degree program which consists of a specified group of courses in a particular discipline or field, usually consisting of 15% or more of total hours required in an undergraduate curriculum.

Practicum: a course of study in a specialized field of knowledge, which is designed to give students supervised practical application of previously studied theory.

Recitation: a breakout session from a lecture course in which students meet in smaller groups each week for a designated amount of time.

Research Study: a form of research initiated by the students, which expands their knowledge in a particular area of interest, and is conducted under the supervision of a faculty member knowledgeable in the area of study

Seminar: a form of academic teaching, involving small groups, in which students are required to engage in an advanced level of critical analysis and discussion during meetings with an instructor..

Upper-level Courses: courses that are at the 3000- and 4000-levels.

III. GENERAL POLICY

The faculty is responsible for recommendations concerning the university's course offerings and curricula. The approval procedures for these recommendations differ by the type of action involved. Additions, changes, and terminations of undergraduate and graduate curricula, certificates, concentrations, minors, courses, and rubrics may be made only after careful consideration of the educational and fiscal effects of these proposed changes on the university and its overall mission.

Additions, changes, and terminations of courses and/or curricula may be made only after notification to students whose programs of study might be affected and after approval by appropriate university officials, and as required, the LSU Board of Supervisors (BoS), Board of Regents (BoR), and/or Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) (see [Policy Statement 116: Reporting Substantive Change to SACSCOC](#)). Any additions, changes, or terminations involving curricula, concentrations, and/or minors, as well as suspensions of concentrations and/or minors are effective upon publication of the next *LSU General Catalog*, provided that students who are proceeding legitimately under the relevant guidelines of an earlier catalog are accommodated so as not to delay completion of degree requirements.

No changes in courses or curricula may be made without approval and review by all appropriate faculty and administrative officers as stipulated in this document. **Departments must adhere rigidly to course and curricular descriptions as approved** until the descriptions are formally changed and may not, for example, adjust the course title, hours of credit, contact hours, or subject matter as indicated in the concise catalog statement.

A. Faculty Senate Courses & Curricula Committee (FSCCC)

All actions involving undergraduate and graduate courses and curricula are considered by the FSCCC after consideration by the relevant college/school committee. All actions involving graduate curricula are also considered by the LSU Graduate Council, prior to consideration by the FSCCC. In order to facilitate the work of the FSCCC and to ensure accuracy of changes in the *LSU General Catalog*, recommendations regarding courses or curricula must be accompanied by the appropriate form(s).

1. Charge

- a. To approve or disapprove, after review, proposals to add, drop, or change courses and curricula submitted by colleges/schools or referred by the Office of Academic Affairs (OAA);
- b. To notify the appropriate departments, colleges/schools, and OAA regarding all decisions reached by the committee and to make recommendations concerning needed clarification, coordination, or study of the implications of proposed changes;
- c. To consult, when deemed appropriate, with departments that appear to be affected by proposed changes in courses and curricula;
- d. Departments may appeal decisions made by the committee. If the appeal is supported by the college curriculum committee, the matter shall be sent directly to the Faculty Senate for final determination and placed on the agenda of the Faculty Senate for their next regularly scheduled meeting; and
- e. To conduct on its own initiative continuing studies of courses and curricula and to make recommendations to departments concerned and to the Executive Vice President &

Provost (EVPP) concerning changes that appear to be desirable and that appear to require study by specific departments concerned or by special committees appointed for that purpose.

2. Membership

The FSCCC shall be composed of the following members:

- a. At least one (but no more than two) experienced* faculty member(s) from each college or school (not included in a college);
- b. one undergraduate student;
- c. one graduate student;
- d. one non-voting, *ex-officio* representative from OAA;
- e. one non-voting, *ex-officio* representative from the Faculty Senate Integrative Learning Core Committee; and
- f. one non-voting, *ex-officio* representative from the Office of the University Registrar ("OUR").

OUR will also provide administrative assistance to the committee. Appointments to the committee are for three year terms, but members can be reappointed to serve additional terms. At the last meeting of each spring semester, the committee will elect, from among the faculty serving on the committee, a chair and a vice chair whose terms will begin the following academic year. Chair and vice chair appointments are for one year, but each can be reelected to serve more than a single term.

**"Experienced" is defined as having had one or more years of active participation on a department, school, or college curriculum committee.*

B. Definition of Credit Hour*

Academic credit provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in on-campus classroom settings but also laboratories, studios, internships, and other experiential learning, distance, and correspondence education. A **credit hour** is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates:

1. Not less than one hour (or 50 minutes of equivalent content as defined by the university and permitted under U.S. Department of Education rules) of lecture/classroom or direct faculty instruction and a minimum of two hours out-of-class student work across 15 weeks for one semester or the equivalent amount of work over a different amount of time, or 10 to 12 weeks for one quarter-hour of credit, or the equivalent amount of work over a different amount of time; or
2. At least an equivalent amount of work as required for other academic activities including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

Courses including a laboratory component or equivalent academic activity should indicate the distribution of credit hours between lectures and lab. Two or more lab contact hours are required to support each credit hour.

The above-described definitions do not dictate particular amounts of classroom time versus out-of-class student work. In determining the amount of work the learning outcomes of the proposed course will entail, the program may take into consideration alternative delivery methods, measurements of student work, academic calendars, disciplines, degree levels, and other similar considerations.

**As required by [SACSCOC Principle 10.7](#) and defined in the [SACSCOC "Credit Hours" Policy Statement](#).*

IV. PROCEDURES

A. Approval Procedures for Undergraduate & Graduate Courses or Rubrics

1. Adding a New Course (Form A), Terminating a Course (Form B), Changing an Existing Course (Form C), or Changing a Rubric (Form R) (see **Appendix A**)

Note: Before requesting that a course on the Integrative Learning Core list be dropped, departments must obtain the approval of the Integrative Learning Core Committee of the Faculty Senate.

When adding a new course, changing or terminating an existing course, or changing a rubric, the appropriate form must be routed through the following channels for final approval:

- a. Departmental faculty;
- b. Department chair;
 - i. Both departments involved in proposing a new cross-listed course will each submit a Form A. If a department wishes to cross-list one of its existing courses with another department, both departments should each submit a Form C.
- c. College courses and curricula committee;
- d. College dean;
 - ii. The dean may review the request and make a positive or negative recommendation to the college courses and curricula committee. If the request is not approved by the college courses and curricula committee, all forms are returned to the department. If approved, the forms are forwarded to OUR.
- e. OUR, after checking the form, in consultation with the Graduate School for courses numbered 4000 and above;
- f. FSCC, through OUR;
 - iii. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department and the dean's office with a memo from the FSCCC chair requesting the information.
 - iv. The department, when replying, should submit the documents to OUR.
- g. OAA/EVPP, through OUR, for final approval

Approved requests are posted to the OUR's website. New courses, when approved, will be considered for inclusion into the Louisiana Common Course Numbering system. All actions involving individual courses are handled at the campus level.

2. Guidelines & Standard Statements for Course Descriptions

- a. Course Levels: To preserve the integrity of course content, instruction of courses of differing levels (e.g., lower level – 1000, 2000; upper level – 3000, 4000; post-baccalaureate level – 5000, 6000, 7000) may not be combined. (Nevertheless, separate courses with distinct course numbers at differing levels may meet together, e.g., may have common lectures with students enrolled in different courses having distinct homework, projects, exams, or other requirements.)
- b. Credit: The number of credit hours that a course carries per semester is listed in the *LSU General Catalog* in parentheses following the course title. If the number listed is variable, e.g. "(2-4)," the amount of credit that the student is to receive must be stated at the time of registration. Indication of variable credit does not mean that a course may be repeated for credit. If a course can be repeated for credit, that information must be included in the course description.

Standard Statements:

Credit will be given for only one of the following:

Credit will not be given for this course and....

May be taken for a max. of ... sem. hrs. of credit when topics vary.

- c. Cross-listed Courses. When the same course is offered by more than one department, it is said to be cross-listed. Cross-listed courses have the same title, course description, course content, and course number, except in those few cases where a number is already in use in the cross-listed department and another must be chosen. Courses of different levels (e.g., 2000/4000; 3000/7000, 4000/7000) may not be cross-listed. Only one of these courses may be taken for credit.

The department proposing a new course to be cross-listed or proposing the cross-listing of one of its existing courses is called the *parent department*. The entire course description will be listed in the *LSU General Catalog* for the *parent department*, and the cross-listed courses are referred to by the notation "*Also offered as...*"; the other departments with which the course is cross-listed will show in their course descriptions only a reference to the parent course by the notation ("*See...*"). When the parent department drops a cross-listed course from the catalog, the parent department should inform the crosslisted department(s) beforehand. All catalog descriptions of the course are then deleted (parent and cross-listed departments). An example follows:

BIOL 4020 Taxonomy and Ecology of Aquatic Plants (3) *1 hr. lecture; 4 hrs. lab; extended field trips. Also offered as RNR 4020.* Field service fee. Taxonomy, ecology, distribution, and economic significance of aquatic plants in Louisiana. {Parent Department}

RNR 4020 Taxonomy and Ecology of Aquatic Plants (3) *See BIOL 4020.*

Standard Statements:

Also offered as.... (Cross-listed course—parent department)

See also.... (Cross-listed course)

An honors course,...., is also available.

Same as.... (Honors course; cross-listed course)

Same as...., with special honors emphasis for qualified students.

- d. Laboratory/Studio/Recitation. When a course consists entirely or partly of laboratory, studio, or recitation, that fact is stated in the description. *When not otherwise specified*, the course consists entirely of lectures.

Standard Statements:

2 hrs. lecture; 3 hrs. lab. (lecture/lab courses)

2 hrs. lecture; 1 hr. recitation. (lecture/recitation courses)

12 hrs. lab. (laboratory courses)

6 hrs. studio. (studio courses)

- e. Semester Designations. Listing of a course in the catalog does not necessarily mean that it will be offered every year. Some courses have semester designations (Fall, Spring, Summer) included in the course description in the *LSU General Catalog*. These designations include, *F*, *S*, or *Su*. Students may contact the departments to determine when courses will be offered.
- f. Prerequisites. The preliminary requirement, usually credit in another course, that must be met before a course can be taken.

Standard Statements:

No previous knowledge of ... required.

Prereq.: credit or registration in

Prereq.: graduate standing in

Co-requisite

... or equivalent

- g. Restrictions.

Standard Statements.

Consent of instructor (Department, dean).

For doctoral (master's) students only.

Open only to students majoring in....

Primarily for students in....

3. Syllabi for 4000-Level Courses

It is appropriate that there is a clear distinction between the requirements of undergraduate and graduate students.

To meet this distinction, the university inscribes in its definition of good standing (2.00 gpa for undergraduate students and 3.00 gpa for graduate students) a differential expectation of performance. Therefore, syllabi for 4000-level courses need not make any statement about

differential expectations except when expectations go beyond those already established in differential institutional definitions of good standing.

When **instructors have different requirements for undergraduate students and graduate students** (e.g., longer papers and more readings for the latter), those requirements must be stated clearly in the syllabi.

B. Approval Procedures for New Undergraduate Curriculum (see **Appendix B and D**)

The BoR holds final approval authority for all proposed degree programs. After clearing all university review bodies, Proposals for New Undergraduate Programs, must be submitted, through the BoS, to the BoR for review and approval.

Requests that involve establishing a new undergraduate degree program, a change in degree designation, and degree program terminations require Board of Supervisors' and Board of Regents' approval. Any other changes to curricula, including a change to the CIP code, total hours, or degree title, do not require such approvals; however, the Board of Regents will be notified to update their statewide inventory of degree offerings.

1. Proposal: A formal request for a new undergraduate curriculum is initiated by the department's submission of Form D, Form A (if new courses are involved), the completed BoR proposal, and the associated budget form. The completed form and BoR proposal with accompanying materials must be routed through the following channels for final approval:
 - a. Departmental faculty;
 - b. Department chair;
 - c. College courses and curricula committee;
 - d. College dean;
 - i. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, the proposal is returned to the department. If approved, it is forwarded to the OUR.
 - e. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all proposals. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - ii. The department, when replying, should submit the documents to OUR.
 - f. OAA/EVPP for approval;
 - g. OIE, via OAA/EVPP, to facilitate SACSCOC substantive change notification/approval, if required;
 - h. President
 - i. LSU Council of Chief Academic Officers, facilitated by the EVPP
 - j. BoS; and
 - k. BoR.
 - l. Prior to placement on the BoR agenda, the Regents will circulate the Proposal to the Statewide Council of Chief Academic Officers for review.

After approval by the Board of Regents, the Office of Academic Affairs alerts the department and college/school to begin implementation and distributes official paperwork to be archived by OUR.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

C. Approval Procedures for Changing or Terminating an Existing Undergraduate Curriculum (see **Appendix B and D**)

1. To change or terminate an existing undergraduate curriculum, the department should submit a Form D and a BoR Request to Terminate an Academic Degree Program, if applicable. The completed forms must be routed through the following channels for final approval:
 - a. Departmental faculty;
 - b. Department chair;
 - c. College courses and curricula committee;
 - d. College dean;
 - i. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, the proposal is returned to the department. If approved, it is forwarded to the OUR.
 - e. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - ii. The department, when replying, should submit the documents to OUR.
 - f. OAA/EVPP, through OUR, for approval;
 - g. OIE, via OAA/EVPP, to facilitate SACSCOC substantive change notification/approval, if required;
 - i. For program terminations, a teach-out plan (See Form D) must be routed to OIE for SACSCOC approval in advance of implementation.
 - h. President;
 - i. BoS; and
 - j. BoR.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

D. Approval Procedures for Establishing, Changing, Suspending, or Terminating an Undergraduate Concentration or Minor (see **Appendix B**)

1. To establish, change, suspend, or terminate an undergraduate concentration or minor, the department should submit to the dean a Form E or F, respectively. The completed form must be routed through the following channels for final approval:

- a. Departmental faculty;
- b. Department chair;
- c. College courses and curricula committee;
- d. College dean;
 - i. The dean may review the request and make a positive or negative recommendation to the college courses and curricula committee. If the request is not approved by the college courses and curricula committee, all forms are returned to the department. If approved, the forms are forwarded to OUR.
- e. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - ii. The department, when replying, should submit the documents to OUR.
- f. OAA/EVPP, through OUR, for final approval.

Departments requesting the reactivation of a suspended concentration or minor should submit a completed Form E or F to the FSCCC.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

E. Approval Procedures for Establishing a New Graduate Curriculum (see **Appendix C and D**)

The BoR holds final approval authority for all proposed degree programs. After clearing all university review bodies, Proposals for New Graduate Programs must be submitted, through the BoS, to the BoR for review and approval.

Requests that involve establishing a new graduate degree program, a change in degree designation, or degree program terminations require Board of Supervisors' and Board of Regents' approval. Any other changes to curricula, including a change to the CIP code, total hours, or degree title, do not require such approvals; however, the Board of Regents will be notified to update their statewide inventory of degree offerings.

1. Proposal: A formal request for a new graduate curriculum is initiated by the department's submission of Form D, Form A (if new courses are involved), the completed BoR proposal, and the associated budget form. The completed form and BoR proposal with accompanying materials must be routed through the following channels for final approval:
 - a. Departmental faculty;
 - b. Department chair;
 - c. College courses and curricula committee;
 - d. College dean;
 - i. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, all forms are returned to the department. If approved, it is forwarded to the Graduate School by the dean.

- e. Dean of the Graduate School;
- f. Graduate Council;
- g. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all proposals. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - ii. The department, when replying, should submit the documents to OUR.
- h. OAA/EVPP, through OUR, for approval;
- i. OIE, via OAA/EVPP, to facilitate SACSCOC substantive change notification/approval, if required;
- j. President;
- k. LSU Executive Graduate Council, which includes representation from all LSU campuses, facilitated by the EVPP;
- l. BoS; and
- a. BoR . Prior to placement on the BoR agenda, the Regents will circulate the Proposal to the Statewide Council of Chief Academic Officers for review and facilitate an external review.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

F. Approval Procedures for Changing or Terminating an Existing Graduate Curriculum (see **Appendix C and D**)

1. To change or terminate an existing graduate curriculum, the department should submit a Form D and a BoR Request to Terminate an Academic Degree Program, if applicable. The completed forms must be routed through the following channels for final approval:
 - a. Departmental faculty;
 - b. Department chair;
 - c. College courses and curricula committee;
 - d. College dean;
 - i. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, the proposal is returned to the department. If approved, it is forwarded to the Graduate School by the dean.
 - e. Dean of the Graduate School;
 - i. The dean may grant administrative approval of minor changes and inform the college dean, department, and FSCCC;
 - ii. More significant changes require additional approvals.
 - f. Graduate Council;
 - g. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department

through the dean's office with a memo from the FSCCC chair requesting the information.

- ii. The department, when replying, should submit the documents to OUR
- h. OAA/EVPP, through OUR, for approval;
- i. OIE to facilitate SACSCOC notification/approval, if required;
 - i. For program terminations, a teach-out plan (see Form D) must be routed to OIE for SACSCOC approval in advance of implementation.
- j. President;
- k. BoS; and
- l. BoR.

H. Approval Procedures for Establishing, Changing, Suspending, or Terminating a Graduate Concentration or Minor (see **Appendix C**)

1. To establish, change, suspend, or terminate a graduate concentration or minor, the department should submit to the dean a Form E or F, respectively. The completed form must be routed through the following channels for final approval:
 - a. Departmental faculty;
 - b. Department chair;
 - c. College courses and curricula committee;
 - d. College dean;
 - i. The dean may review the request and make a positive or negative recommendation to the college courses and curricula committee. If the request is not approved by the college courses and curricula committee, all forms are returned to the department. If approved, the forms are forwarded to the Graduate School by the dean;
 - e. Dean of the Graduate School;
 - f. Graduate Council;
 - g. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - ii. The department, when replying, should submit the documents to OUR; and
 - h. OAA/EVPP, through OUR, for final approval.

Departments requesting the reactivation of a suspended graduate concentration or minor should submit a completed Form E or F to the FSCCC.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

All approval requests not approved by OAA are returned to the FSCCC for further discussion.

G. Approval Procedures for Establishing a New Certificate (see **Appendix B/C and D**)

The BoR holds final approval authority for all proposed certificate programs. After clearing all university review bodies, Proposals for New Certificates must be submitted, through the BoS, to the BoR for review and approval.

Requests that involve establishing a new certificate, a change in degree designation, or certificate terminations require Board of Supervisors' and Board of Regents' approval. Any other changes to curricula, including a change to the CIP code, total hours, or degree title, do not require such approvals; however, the Board of Regents will be notified to update their statewide inventory of degree offerings.

1. Proposal: A formal request for a new certificate is initiated by the department's submission of Form G, Form A (if new courses are involved), the completed BoR proposal, and the associated budget form. The completed form and BoR proposal with accompanying materials must be routed through the following channels for final approval:
 - a. Departmental faculty;
 - b. Department chair;
 - c. College courses and curricula committee;
 - d. College dean;
 - i. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, all forms are returned to the department. If approved, undergraduate programs are forwarded to the FSCCC, and graduate programs are forwarded to the Graduate School by the dean
 - e. Dean of the Graduate School, if applicable;
 - f. Graduate Council, if applicable;
 - g. FSCCC, through OUR;
 - ii. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all proposals. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - iii. The department, when replying, should submit the documents to OUR
 - h. OAA/EVPP, through OUR, for approval;
 - i. OIE, via OAA/EVPP, to facilitate SACSCOC notification/approval, if required;
 - j. President; LSU Chief Academic Officers for undergraduate programs/LSU Executive Graduate Council for graduate programs, facilitated by the EVPP;
 - k. BoS; and
 - l. BoR for final approval. Prior to placement on the BoR agenda, the Regents will circulate the proposal to the Statewide Council of Chief Academic Officers for review..
- H. Approval Procedures for Changing or Terminating a Certificate (see **Appendix B/C and D**)
1. To change or terminate an existing certificate, the department should submit a Form G and a BoR Request to Terminate an Academic Degree Program, if applicable. The completed forms must be routed through the following channels for final approval:
 - m. Departmental faculty;
 - n. Department chair;

- o. College courses and curricula committee;
- p. College dean;
 - ii. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, the proposal is returned to the department. If approved, undergraduate certificates are forwarded to the FSCCC, and graduate certificates are forwarded to the Graduate School by the dean
- q. Dean of the Graduate School, if applicable;
- r. Graduate Council, if applicable;
- s. FSCCC, through OUR;
 - iii. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - iv. The department, when replying, should submit the documents to OUR
- t. OAA/EVPP, through OUR, for approval;
- u. OIE to facilitate SACSCOC notification/approval, if required;
 - i. For certificate terminations, a teach-out plan (see Form G) must be routed to OIE for SACSCOC approval in advance of implementation.
- v. President;
- w. BoS; and
- x. BoR.

I. Approval Procedures for Establishing a New Method of Delivery (see **Appendix D**)

When a department/school seeks to add an online method of delivery to an already established, on campus degree program, the department/school should submit the [BoR Request for Authority to Offer an Existing Academic Program Through Distance Learning Technologies form](#) ([Board of Regents Academic Affairs Policy 2.12](#)). The [completed form](#) must be routed through the following channels for final approval:

- a. Department chair;
- b. College dean;
- c. OAA/EVPP, for approval;
- d. OIE to facilitate SACSCOC notification/approval prior to implementation;
- e. President;
- f. BoS; and
- g. BoR

Academic programs must either be approved and implemented in an on-campus, face-to-face modality or as both on-campus and online. A program cannot be offered solely in an online modality. Exceptions can be made on a per program basis by the FSCCC and Grad Council, if applicable.

J. Approval Procedures for Eliminating an Existing Method of Delivery

When a department/school seeks to remove the online method of delivery, the department/school's chair/director should submit a memo to the dean, which then routes to OAA/EVPP for approval. OIE will facilitate SACSCOC notification/approval. OAA/EVPP will alert BoR staff, who will then adjust the statewide inventory of degree offerings. No other steps are necessary.

V. APPEALS

Departments may appeal decisions made by the FSCCC. If the appeal is supported by the college courses and curricula committee, the matter is sent directly to the Faculty Senate for final determination and placed on the agenda of the Faculty Senate for its next regularly scheduled meeting.

Departments may also appeal recommendations made by the Graduate Council. If the appeal is supported by the academic dean or director, the matter is sent directly to the Executive Vice President & Provost for a final decision

VI. SOURCES

[Regulations of the Board of Supervisors, Article I, Section 2](#)
[Board of Regents Academic Affairs Policy 2.04](#)
[Board of Regents Academic Affairs Policy 2.08](#)
[Board of Regents Academic Affairs Policy 2.11](#)
[Board of Regents Academic Affairs Policy 2.12](#)
[Policy Statement 116.01: Reporting Substantive Change to SACSCOC](#)
[SACSCOC Standard 10.2](#)
[SACSCOC Credit Hours Policy Statement](#)
USDOE [75 FR 66832](#)
USDOE [Guidance Letter of March 2011](#)

VII. APPENDICES

A. Faculty Senate Courses and Curricula Forms:

[Form A: Request for Addition of a New Course](#)
[Form B: Request for Dropping a Course](#)
[Form C: Request for Changing a Course](#)
[Form R: Request to Change a Rubric of Course Number](#)
[Special Titles for Special Topics](#)
[Sample Syllabus](#)
[Syllabus Outline](#)

B. Undergraduate Forms:

[Form D: Request for Adding/Changing/Dropping a Curriculum](#)
[Form E: Request for Adding/Changing/Dropping a Concentration](#)
[Form F: Request for Adding/Changing/Dropping a Minor](#)
[Form G: Request for Adding/Changing/Dropping a Certificate](#)

C. Graduate Forms:

[Form D: Request for Adding/Changing/Dropping a Graduate Curriculum](#)

[Form E: Request for Adding/Changing/Dropping a Graduate Concentration](#)

[Form F: Request for Adding/Changing/Dropping a Graduate Minor](#)

[Form G: Request for Adding/Changing/Dropping a Certificate](#)

D. Board of Regents Forms

[Degree Program Proposal](#)

[Degree Program Proposal Budget Form](#)

[Request to Terminate an Academic Degree Program or Administrative/Research Unit](#)

[Delivery of Degree Programs through Distance Education Technology](#)