

**Title/Topic:** Courses and Curricula  
**Number:** 45  
**Functional Classification:** Instruction  
**Monitoring Unit:** Office of Academic Affairs  
**Initially Issued:** April 1, 2006  
**Last Revised:**  
**Last Reviewed:**

## **COURSES AND CURRICULA**

### **PURPOSE**

To state University policies and procedures concerning adding, dropping or changing courses, curricula, concentrations, and minors.

### **CHARGE of COURSES and CURRICULA COMMITTEE:**

1. To approve or disapprove, after review, proposed additions of, alterations of, and elimination of all courses, curricula, and degree programs submitted by colleges and schools, or referred by the Office of Academic Affairs;
2. To notify the appropriate departments and colleges and the Office of Academic Affairs regarding all decisions reached by the committee and to make recommendations concerning needed clarification, coordination, or study of the implications of proposed changes;
3. To consult, when deemed appropriate, with departments that appear to be affected by proposed changes in courses and curricula; 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 the next regularly scheduled meeting of the Senate;
4. To conduct on its own initiative continuing studies of courses and curricula, and to make recommendations to departments concerned and to the Executive Vice Chancellor and Provost concerning changes that appear to be desirable and that appear to require study by specific departments concerned or by special committees appointed for the purpose.

### *Membership:*

Eleven experienced faculty (no more than two from any college or school); one undergraduate student; one graduate student; chair of the General Education Committee, *ex officio*. The Office of Academic Affairs will provide administrative assistance at the request of the committee. ("Experienced" is defined as having

had one or more years of active participation on a department, school, or college curriculum committee.)

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.

<b>CONTENTS</b>	<b>PAGE</b>
Preface	
A. Purpose of PS07.45.....	1
B. Charge of Courses and Curriculum Committee .....	1
C. Table of Contents .....	2
I. Introduction	
A. General Policy Statement .....	3
B. Overview of Procedures .....	4
II. Approval Procedures for Courses and Undergraduate Curricula	
A. Adding, Dropping, or Changing a Course (Forms A, B, and C) .....	4
B. Procedures for Undergraduate Curricula (Form D)	
1. Establishing a New Undergraduate Curriculum .....	5
2. Changing, Suspending or Dropping an Existing Undergraduate Curriculum.....	7
C. Procedures for Undergraduate Concentrations and Minors (Forms E and F) .....	8
III. Approval Procedures for Graduate Degree Programs	
A. Procedure for Adding a Graduate Degree Program.....	9
B. Procedure for Changing or Dropping an Existing Graduate Degree Program .....	10
Appendix A: Instructions	
<a href="#">Instructions for Completing Form A</a> .....	11
<a href="#">Instructions for Completing Form B</a> .....	13
<a href="#">Instructions for Completing Form C</a> .....	14
<a href="#">Instructions for Completing Forms D and D Addendum</a> .....	15
<a href="#">Instructions for Completing Form E</a> .....	17
<a href="#">Instructions for Completing Form F</a> .....	18
Appendix B: Forms	
<a href="#">Form A · Request for Adding a New Course</a> .....	20
<a href="#">Form B · Request for Dropping a Course</a> .....	21
<a href="#">Form C · Request for Changing an Existing Course</a> .....	22
<a href="#">Form D · Request for Adding, Changing, Suspending, or Dropping a Curriculum</a> .....	24
<a href="#">Form D Addendum · General Education Requirement</a> .....	24
<a href="#">Form E · Request for Adding, Dropping, or Changing a Concentration</a> .....	25
<a href="#">Form F · Request for Adding, Dropping, or Changing a Minor</a> .....	26
Board of Regents' Forms (Available Online)	
· <i>Letter of Intent</i>	
· <i>Request for Authority To Offer a New Program (Proposal)</i>	
Appendix C: Reference Materials	
1. Cross-Listing Courses .....	28
2. Standard Statements To Be Used in Course Descriptions.....	29
3. Board of Regents Definitions.....	30
4. Guidelines for Classification of Contact Hours .....	31
5. Memo Concerning Syllabi for 4000-Level Courses .....	32

## I. INTRODUCTION

### A. GENERAL POLICY STATEMENT

Proposed changes in courses may be made only after careful investigation of the effect of the changes (fiscal and educational) on the University's overall program.

Additions or terminations of curricula may be made only after notification of students whose programs of study might be affected and after approval by appropriate University System officials and the Board of Regents.

Any additions, changes, or terminations involving courses may be implemented as soon as necessary campus approval has been obtained. Any additions, changes, suspensions or terminations involving curricula, concentrations, and/or minors are normally effective upon publication of the next 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.

The following are important points to consider concerning courses:

- To preserve the integrity of course content and to comply with our accrediting agency's (SACS) criteria, instruction of courses of differing levels (i.e., 2000/4000; 3000/7000; 4000/7000, etc.) may not be combined. Thus, a 3000-level and a 7000-level course may not be taught in the same room at the same time by the same instructor, even though the courses may be special topics courses with identical titles.
- No credit is given for a course unless the student has been duly registered in that course.
- The amount of credit given for the satisfactory completion of a course is based on the number of lectures and/or laboratories each week for one semester:
  - .. one credit represents at least one hour of lecture a week for one semester;
  - .. two hours of laboratory (in some cases, three) are the equivalent of one hour of lecture.

- When a course consists entirely or partly of laboratory, that fact is stated in the description. *When not otherwise specified, the course consists entirely of lectures.*
- The number of credit hours that a course carries per semester is listed 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 is included in the course description.
- Listing of a course in the catalog does not necessarily mean that it will be offered every year. Some departments indicate in the course description the semester in which a course is usually offered. (See *Key to Course Information* in Appendix C.) If no information is given, students should contact the department to determine when the course is to be offered.
- The phrases “also offered as...,” “see...,” or “same as...,” which appear in some course descriptions, refer to honors courses or to cross-listed courses that are available through more than one department. In each of these instances, only one of the courses may be taken for credit.

## **B. OVERVIEW OF PROCEDURES**

The faculty is responsible for recommendations concerning addition of new courses, changes in existing courses, and dropping courses, as well as corresponding actions with respect to curricula. The procedure for approval of these recommendations differs by the type of action involved. All actions involving individual courses as well as changes to undergraduate degree programs are handled at the campus level. The establishment or termination of all degree programs is subject to the approval of the Board of Supervisors and the Board of Regents. These actions will require prior and/or subsequent action by the Board of Supervisors and the Board of Regents.

All actions involving **graduate** degree programs are considered by the LSU Graduate Council. All actions involving **individual courses** or **undergraduate** degree programs are considered by the Courses and Curricula Committee of the LSU Faculty Senate, after consideration by the relevant College or School level committee. In order to facilitate the work of the Courses and Curricula Committee, and to ensure accuracy of changes in the LSU General Catalog,

recommendations regarding courses or undergraduate degree programs must be accompanied by the appropriate form(s).

Courses and Curricula Forms A-F are available online at

[www.aaweb.lsu.edu/c&c](http://www.aaweb.lsu.edu/c&c).

The forms can be downloaded to your PC, completed electronically, and printed using a PDF file viewer (*Adobe Acrobat Reader*).

## II. **APPROVAL PROCEDURES FOR COURSES AND UNDERGRADUATE CURRICULA**

### **A. Adding a New Course (Form A), Dropping a Course (Form B), or Changing an Existing Course (Form C)**

NOTE: Before requesting that a course on the General Education list be dropped, departments must obtain the approval of the General Education Committee of the LSU Faculty Senate.

1. After departmental faculty approval, the completed form is submitted by the department chair through the dean to the college courses and curricula committee.
2. 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 Academic Affairs.
3. After checking the form, in consultation with the Graduate School for courses numbered 4000 and above, Academic Affairs sends it to the Faculty Senate Courses and Curricula Committee.
4. One of the following actions may result: (1) the request may be approved; (2) the request may be rejected; or (3) the committee may withhold action, pending receipt of additional information.
5. Approved requests are returned to Academic Affairs for review and a positive or negative recommendation. Copies of approved requests are returned to the appropriate units. Requests not recommended by Academic Affairs are returned to the Faculty Senate Courses and Curricula Committee for further discussion.

6. Departments may appeal decisions made by the committee. If the appeal is supported by the college curriculum 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.

#### Distribution of Approved Course Forms

Approved course forms are distributed by Academic Affairs to the following offices:

- Deans
- Honors College (honors courses)
- Departments
- University College (courses numbered below 3000)
- Office of the University Registrar
- Undergraduate Admissions

### **A. Establishing a New Undergraduate Curriculum or Changing, Suspending or Dropping an Existing Undergraduate Curriculum (Form D)**

The Board of Regents holds final approval authority for all proposed degree programs. After clearing all campus review bodies, Letters of Intent and Proposals for new undergraduate programs must be submitted, through the Board of Supervisors, to the Board of Regents for review and approval.

#### **1. Procedure for Establishing a New Undergraduate Curriculum**

A curriculum is a program of courses required for a degree in a particular field of study. Normally, the term *curriculum* is used interchangeably with *major* and *degree program*. Before considering a proposal to establish a new undergraduate curriculum, the department should determine if the proposal conforms to the guidelines in the Board of Regents *Letter of Intent* policy. Once a *Letter of Intent* has been approved by the Regents, the department has three years to submit the full proposal for the new program.

a. Letter of Intent—Departments contemplating development of a new curriculum must first submit to the Board of Regents **+ diskette formatted in WordPerfect 6.1 or higher and MS Word** of a *Letter of Intent* (see Appendix B). This request, which must be approved through University administrative channels, must be approved by the Regents before the complete curricular proposal will be considered by the Board. A proposal must be submitted within 3 years, but no

sooner than 90 days, of the Board's approval of the Letter of Intent. *Letters of Intent* are reviewed at the System level by the Council of Chief Academic Officers, but not by the Board of Supervisors.

The *Letter of Intent* should demonstrate that the new program would (1) be within the role and scope of the University, (2) complement and strengthen existing programs, (3) avoid unnecessary duplication with other institutions of higher education, (4) be consistent with the mandates of the desegregation Settlement Agreement, (5) supply present and future manpower needs, and (6) be within the University's anticipated resources. The Letter of Intent must address to specific funding criteria as detailed in the Regents Guidelines, Section H (*Costs*). (see Appendix B [for Regent's Guidelines.])

b. *Proposal*—A formal request for a new curriculum is initiated by the department's submission of Form D, Form D Addendum, Forms A (if new courses are involved), and the Proposal (*Request for Authority To Offer a New Program* -- see Appendix B) to the college dean and college courses and curriculum committee.

1. The dean reviews the request and makes 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 the request is approved, the dean forwards it to Academic Affairs.

2. Academic Affairs reviews the material and submits it to the Faculty Senate Courses and Curricula Committee. New curricula normally include new course proposals. Any course proposal numbered 4000 or above will be sent to the Graduate School for review before the request is submitted to the Faculty Senate Courses and Curricula Committee.

3. The Faculty Senate Courses and Curricula Committee may approve the request, disapprove the request, or withhold action, pending receipt of additional information.

4. If the request is approved by the Faculty Senate Courses and Curricula Committee, after review by Academic Affairs, the Executive Vice Chancellor and Provost forwards it to the Chancellor. If the request is not approved, all forms are returned to the department through the dean, along with a letter giving the reasons for disapproval. If the department wishes to resubmit the request, all forms should be returned through the college dean to Academic Affairs. Appeals of the decision of the Faculty Senate Courses and Curricula Committee should be addressed to the Faculty Senate.



If the committee requests additional information, all forms are returned to the department through the dean with a letter requesting the information. The department, when replying, should send **16 copies** of the complete proposal package and requested information through the dean to Academic Affairs.

5. The Chancellor may refer the request to a special committee to review the budgetary aspects of the new program. After this committee presents its findings, the Chancellor will either approve and send the forms to the President, or disapprove and return the request to Academic Affairs for forwarding to the department.

6. The President will forward the approved request to the Vice President for Academic Affairs who will present the request to the LSU System Council of Chief Academic Officers for review. If the council reports favorably on the proposal, it is returned to the President for consideration.

7. If the President approves, the request is forwarded to the Faculty and Studies Committee of the Board of Supervisors. Requests approved by this committee are then reviewed by the full Board of Supervisors.

8. Upon approval by the Board of Supervisors, the request is submitted to the Board of Regents.

9. After approval by the Regents, the President's Office returns the request to Academic Affairs for implementation and distribution.

#### Distribution of Approved Curricula

Copies of approved curricula are distributed by Academic Affairs to academic deans, including University College, and department chairs and heads.

## **2. Procedure for Changing, Suspending or Dropping an Existing Undergraduate Curriculum**

1. If the faculty of a department decides that a curriculum should be dropped, suspended, or changed, including a change in the title of a degree, the department should submit a Form D to the dean. (In the case of curriculum terminations, suspensions and name changes, a Form D Addendum is not required.)

2. If, after review by the dean, the college courses and curricula committee approves the request, the forms are forwarded to Academic Affairs. If the college

courses and curricula committee does not approve the request, the forms are returned to the department, through the college.

3. Academic Affairs reviews the material and forwards the request to the Faculty Senate Courses and Curricula Committee for action.

4. Several actions may result: (1) the proposal may be approved; (2) the proposal may be disapproved; or (3) the committee may withhold action, pending receipt of additional information.

Departments may appeal decisions made by the committee. If the appeal is supported by the college curriculum 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.

5. a. If a request for a **suspension** of a curriculum or a **change** in curriculum not involving a change in degree title is approved by the committee, it is then reviewed by the Executive Vice Chancellor and Provost and distributed to the appropriate offices. Departments requesting the reactivation of a suspended program should submit a completed Form D to the Faculty Senate Courses and Curriculum committee. (See Appendix B for forms.)

5. b. If a request for a curriculum **termination** or **change in degree title** is approved by the committee, it is forwarded, through appropriate channels, to the Board of Regents. After approval by the Regents, the President's Office returns the request to Academic Affairs for implementation and distribution.

#### Distribution of Approved Curricula Changes/Suspensions/Terminations

Copies of approved curricula are distributed by Academic Affairs to academic deans, including University College, and department chairs and heads.

### **B. Establishing, Changing, Suspending or Dropping an Undergraduate Concentration or Minor**

#### **(Concentrations use Form E; Minors use Form F)**

1. After departmental faculty approval, the completed form is submitted by the department chair through the dean to the college courses and curricula committee.

2. The dean reviews the request and makes 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, the form is

returned to the department. If approved, the form is forwarded to Academic Affairs.

3. After checking the form, Academic Affairs sends it to the Faculty Senate Courses and Curricula Committee.

4. One of the following actions may result: (1) the request may be approved; (2) the request may be rejected; or (3) the committee may withhold action, pending receipt of additional information.

5. Approved requests are returned to Academic Affairs for review and a positive or negative recommendation. Copies of approved requests are returned to the appropriate units. Requests not recommended by Academic Affairs are returned to the Faculty Senate Courses and Curricula Committee for further discussion.

6. Departments may appeal decisions made by the committee. If the appeal is supported by the college curriculum 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.

(NOTE: Departments requesting the reactivation of a suspended program should submit a Form E or F to the Faculty Senate Courses and Curriculum Committee.)

#### Distribution of Approved Concentrations and Minors

Copies of approved concentrations and minors are distributed by Academic Affairs to academic deans, including University College, and department chairs and heads.

### III. ESTABLISHING A NEW GRADUATE DEGREE PROGRAM, OR CHANGING OR DROPPING AN EXISTING GRADUATE DEGREE PROGRAM

#### A. Procedural Channels for Approval of a New Graduate Degree Program

1. *Letter of Intent.* Departments contemplating development of a new curriculum must first submit to the Board of Regents a *Letter of Intent* (see [Appendix B](#)). This request, which must be approved through University administrative channels, must be approved by the Regents before the complete curricular proposal will be considered by the Board.

The Letter of Intent will be routed through the following channels:

College dean  
Graduate School dean  
Graduate Council  
(After approval by the council, forward + **diskette formatted in WordPerfect 6.1 or higher and MS Word** to the Executive Vice Chancellor and Provost.)  
Executive Vice Chancellor and Provost  
Chancellor  
President  
Vice President for Academic Affairs  
Council of Chief Academic Officers  
Executive Graduate Council  
Board of Regents

If the *Letter of Intent* is approved by the Board of Regents, the next step is to submit a full proposal. A full program proposal may be submitted to the Board of Regents ninety (90) days, or within three years, after a *Letter of Intent* has been approved by the Board.

#### 2. Proposal—*Request for Authority To Offer a New Degree Program*

The department submits to the college dean a narrative proposal or *Request for Authority To Offer a New Program*. (See [Appendix B](#) for guidelines and the cover form. Guidelines should be followed precisely.) After review by the dean and college curriculum committee, the graduate proposal is routed through the following channels:

Graduate School dean  
Graduate Council

*(At this point, outside consultants may be required.)*

Faculty Senate Courses and Curricula Committee

*(If substantive changes are required or the proposal is denied, it will be returned to the Graduate School for appropriate action.)*

Graduate Faculty

*(Forward + **diskette formatted in WordPerfect 6.1 or higher and MS Word** to the Executive Vice Chancellor and Provost.)*

Executive Vice Chancellor and Provost

Chancellor

President

Vice President for Academic Affairs

Council of Chief Academic Officers

Executive Graduate Council

Board of Supervisors

Board of Regents

## **B. Procedure for Changing or Dropping an Existing Graduate Degree Program**

1. If a majority of the eligible voting members of the Graduate Faculty in a department or interdepartmental graduate program wish to change or drop an existing graduate degree program (including a change in the name of the degree), a detailed memorandum describing the proposed action and the rationale for the action should be submitted to the Dean of the Graduate School through the appropriate academic dean or director.
2. The Dean of the Graduate School may grant administrative approval of proposed changes in existing programs that he or she deems to be minor. Changes that the Dean of the Graduate School deems significant and proposals to drop existing degree programs will be submitted to the Graduate Council for consideration.
3. One of the following actions may result: 1) the request may be approved; 2) the request may be rejected; or 3) the Council may withhold action, pending receipt of additional information.
4. Upon the advice of the Graduate Council, the Dean of the Graduate School may take one of the following actions on proposed changes in existing degree programs: 1) grant immediate approval of the proposed change; 2) forward changes deemed of sufficient scope to require the approval of the Board of Regents through administrative channels to the

Commissioner of Higher Education; 3) inform the proposing department promptly of action on the request by the Commissioner (who may grant administrative approval to changes he or she deems minor) or by the Board of Regents.

5. If the Graduate Council recommends approval of a request to drop an existing degree program, the Graduate Dean will forward the recommendation through the Executive Vice Chancellor and Provost to the LSU System for approval and will inform all concerned parties after final disposition of the recommendation.

6. Departments and interdepartmental programs may appeal decisions made by the Graduate Council. If the appeal is supported by the academic dean or director, the matter is sent directly to the University Graduate Faculty for final determination and placed on the agenda of the Graduate Faculty for its next regularly scheduled meeting.

## **MONITORING UNIT**

Academic Affairs

## APPENDIX B

**Instructions for Form A · Request for Addition of New Course**

NOTE: When the number/rubric of a course is being changed, Form A *and* Form B must be submitted to add the course with the new number/rubric and to drop the course with the original number/rubric.

**Sixteen identical copies** of each complete request must be submitted.

All questions must be answered. The course proposal will be delayed until the form is filled out completely and correctly. Proposals should be submitted early enough to obtain final approval before the desired effective date.

A free **number** must be chosen for the course. The number of a course which has been dropped cannot be used until ten years after the drop.

The **course title** appears in the *General Catalog*. Course titles should be as brief as possible. The **short title** of a course appears in the *Schedule of Classes* and on students' transcripts. The length is limited to 20 characters, including spaces between words.

The semester **hours of credit** must be indicated. Courses including a laboratory component should indicate the distribution of credit hours between lectures and lab.

**Contact hours** per week are used to determine Student Contact Hours (SCHs) and may exceed credit hours. For example: normally two or more laboratory contact hours are equivalent to a single laboratory credit hour. See Appendix C for guidelines regarding types of contact hours. Guidelines for the classification of contact hours are available in Appendix C of PS-45.

Departments may opt to allow students to receive **graduate credit** for 4000 level courses.

The **enrollment maximum** per section is used to identify the correct size classroom when scheduling courses. This number must be an integer rather than a range. Maximum enrollment must meet or exceed the class minima specified in PS-37, *Minimum Class Size*, as shown below:

- « Courses below 4000 ..... 15
- « Courses between 4000-4999. 10
- « Courses 5000 and above..... 5

If a course may be **repeated** for credit, the maximum number of credit hours allowed under that course rubric and number must be given.

**Dates** of college and departmental approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider proposals that have not been approved by the departmental/college curriculum committees.

**[Instructions for Form A continue on next page]**



**[Instructions for Form A continued from previous page]**

Required **Attachments** to **FORM A** include:

The **course description** exactly as it is to appear in the *General Catalog* in formal catalog format (See Appendix C for a key to catalog abbreviations and standard catalog wording); Although there is no specific word limit, course descriptions should be as concise as possible. If the course title provides sufficient information, no additional description is required. Also, the description should be general enough, so that new faculty may teach the course with a different emphasis without having to request a change in description. Finally, if a course will not be offered on a regular basis, an existing special topics course should be used, in lieu of proposing a new course.

A **justification** for the request for the new course should be included along with the course description. The extent to which this proposed course will duplicate other courses offered on the campus must be addressed. Statements from other departments regarding any possible overlap between the proposed course and existing courses must be included.

Departments must attach a **sample syllabus** including an **outline** of the subject matter; **titles** of text(s), laboratory manuals, and/or other required readings; **grading criteria**; and relevant weighting and **grading scale** (i.e. what constitutes an “A”, “B”, “C”, “D”, or “F” with or without a grading curve). For 4000-level courses for which graduate credit will be given, any differential expectations of performance **beyond** those already expressed in the University's definition of *good standing* for graduate and undergraduate students must be specified in the syllabus. (See memo from Academic Affairs in Appendix C.)

NOTE: If no additional requirements are specified, graduate students are assumed to follow the same grading criteria as undergraduates.

If the new course will require additional staff, space, equipment, special library materials, or any major expenses, a separate **explanation** must be attached to the form, and approved by the Office of Academic Affairs. Approval of the course is based on the course description and does not in itself constitute approval of any additional funds or personnel.

[Back to Contents](#)

**Instructions for Form B · Request for Dropping a Course**

NOTE: When the number/rubric of a course is being changed, Form A *and* Form B must be submitted to add the course with the new number/rubric and to drop the course with the original number/rubric.

NOTE: Before requesting that a course on the General Education list be dropped, departments must obtain the approval of the General Education Committee of the LSU Faculty Senate. Their approval should accompany any request to drop a course on the General Education list.

**Sixteen identical copies** of each request must be submitted.

All questions must be answered. The course proposal will be delayed until the form is filled out completely and correctly. Proposals should be submitted early enough to obtain final approval before the desired effective date.

Most items on this form are self-explanatory. **Reasons** for dropping the course must be provided. Departments with curricula [which include this course and/or courses for which this course is a co- or pre-requisite must be identified and notified in writing. The affected unit must be invited to submit a written response; such response will be weighed by the Faculty Senate Courses and Curricula Committee in its deliberations. If the course is cross-listed, approval signatures of each dean and chair concerned should be submitted.

**Dates** of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider curricular proposals that have not been approved by college/departmental curriculum committees.

**Attachments** to **Form B** include:

**Approval** from the **General Education** Committee if the course to be dropped appears on the list of Gen. Ed. courses.

**Responses** from all departments/colleges affected by this drop.

[Back to Contents](#)



**Instructions for Form C · Request for Changing a Course**

NOTE: Form C is not to be used for changes in course rubric or numbering. When the number/rubric of a course is being changed, Form A *and* Form B must be submitted to add the course with the new number/rubric and to drop the course with the original number/rubric.

**Sixteen identical copies** of each request must be submitted.

All questions must be answered. The course proposal will be delayed until the form is filled out completely and correctly. Proposals should be submitted early enough to obtain final approval before the desired effective date.

**Dates** of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider curricular proposals that have not been approved by college/departmental curriculum committees.

Most items are self-explanatory. The complete present and proposed catalog entries must be provided. Proposed **course descriptions** should follow standard catalog format (See Appendix C for a key to catalog abbreviations and standard catalog wording); Although there is no specific word limit, course descriptions should be concise.

Departments with curricula [which include this course and/or courses for which this course is a prerequisite must be identified and notified in writing. Any responses from colleges/departments affected by the proposal should be attached to form C.

If the course is on the general education list, the Faculty Senate General Education Committee must also be notified by the department.

If the course is cross-listed, catalog descriptions for both departments and approval signatures of each dean and chair concerned should be submitted.

[Back to Contents](#)

**Instructions for Form D ·  
Adding, Changing, Suspending or Dropping an Undergraduate Curriculum**

NOTE: Changes in areas of concentration should be submitted on Form E.

**Sixteen identical copies** of each request must be submitted.

All questions must be answered. The proposal will be delayed until the form is filled out completely and accurately.

The department should consider the length of time necessary to obtain final approval. If the curriculum is to be added, substantially changed, or dropped, as long as 18 months may be required before the action can be implemented. Hence, requests should be submitted early enough to obtain final approval before the desired effective date. Changes to curricula generally take effect with the publication of the next *General Catalog*.

**Dates** of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider curricular proposals that have not been approved by college/departmental curriculum committees. *In addition, any other division of the University which might be affected by the curricular change must be consulted. The affected unit must be invited to submit a written response; such response will be weighed by the Faculty Senate Courses and Curricula Committee in its deliberations.*

**If Establishing a New Undergraduate Curriculum:**

In addition to submitting **16 copies** of Form D and Form D Addendum for review by the Faculty Senate Courses and Curricula Committee, the department should submit **+ a diskette formatted in WordPerfect 6.1 or higher and MS Word** of the proposal for submission to the governing boards for review, Regents' form, *Request for Authority To Offer a New Program*, and Regents' *Budget* form. (See Appendix B).

The entire curriculum, by year, must be typed on plain sheets and attached to Form D. Background information will be provided by completing the Regents' report format.

**If Changing an Undergraduate Curriculum:**

If all years of a curriculum are to be changed, the entire curriculum should be typed under two column headings--*Present* and *Proposed*. Place the years of the *Present* curriculum in the left column and the years of the curriculum in which changes are requested in the *Proposed* or right column. Indicate all changes by placing {brackets} around the elements to be added, dropped, or altered. Indicate the present and proposed total semester hours. Departments must give an adequate explanation for the requested changes on a separate sheet attached to Form D. (Changes in areas of concentration should be submitted on Form E.)

**[Instructions for Form D continue on next page]**

**[Instructions for Form D continued from previous page]**

Changes involving only a revision in the title of a degree program, and not a change in content, should also be submitted on a Form D. (Form D Addendum is not required.) A detailed rationale/justification for the change in degree title must accompany the request. The Board of Regents retains final approval authority for changes in curricula titles; Academic Affairs will forward the request to the Regents after approval by the Courses and Curricula Committee.

**If Suspending or Dropping an Undergraduate Curriculum**

A brief explanation of the suspension or drop should be attached to Form D.

After a proposal to terminate a curriculum is approved, Academic Affairs will forward it to the Board of Regents through the appropriate channels. Requests to suspend curricula do not require Regents approval.

When a curriculum is dropped or suspended, students already in the curriculum are allowed to finish their degree programs. **No new students, however, are admitted.**

When requesting the **reactivation** of a suspended curriculum, departments should submit a new form D to the Faculty Senate Courses and Curricula Committee. Indicate on the form that a suspended curriculum is to be reactivated rather than a new curriculum created. If a significant amount of time has passed since the suspension, departments should check the current *General Catalog* carefully to ensure that the program meets all current requirements and that no required courses have been dropped since the suspension.

**4. 2. Form D Addendum · General Education Requirement**

When a department adds a new curriculum or makes changes in an existing one, a Form D Addendum must also be submitted. This form is simply a list of those courses in the curriculum that satisfy the general education requirement.

[Back to Contents](#)

**Instructions for Form E · Adding, Changing, or Dropping a Concentration**

**Sixteen identical copies** of each request must be submitted.

All questions must be answered. The proposal will be delayed until the form is filled out completely and accurately.

The department should consider the length of time necessary to obtain final approval. Substantive changes can require as long as 18 months before official implementation. Thus, requests should be submitted early enough to obtain final approval before the desired effective date. Changes to concentrations generally take effect with the publication of the next *General Catalog*.

Dates of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider proposals which have not been approved by college/departmental curriculum committees. *In addition, any other division of the University which might be affected by the curricular change must be consulted. The affected unit must be invited to submit a written response; such response will be weighed by the Faculty Senate Courses and Curricula Committee in its deliberations.*

**a. Adding a New Concentration**

A concentration is an intensive study of a subject *within the major field* (usually 30 percent of the major requirements). The entire new concentration must be listed in catalog format. A brief justification for adding the concentration should be attached to Form E.

**b. Changing an Existing Concentration**

The present catalog description of the concentration and the proposed catalog description should be typed under the columns *Present* and *Proposed* on Form E. Indicate all changes by placing {brackets} around the elements to be added, dropped, or altered. An adequate explanation for all changes should be attached to Form E.

**d. Suspending a Concentration**

A brief explanation for the suspension should be attached to Form E. When a concentration is suspended, students already in the concentration are allowed to finish. **No new students, however, will be admitted.**

Requests to reactivate suspended concentrations should be made by submitting a Form E to the Faculty Senate Courses and Curricula Committee. Indicate on Form E that a suspended concentration is to be reactivated rather than a new concentration added. If a significant amount



of time has passed since the suspension, departments should check the current *General Catalog* carefully to ensure that the program meets all current requirements and that no required courses have been dropped.

**d. Dropping a Concentration**

A brief explanation for the drop should be attached to Form E. When a concentration is dropped, students already in the concentration are allowed to finish. **No new students, however, will be admitted.**

[Back to Contents](#)

**Instructions for Form F**  
**Adding, Changing, or Dropping an Undergraduate Minor**

Sixteen identical copies of each request must be submitted. All questions must be answered. The proposal will be delayed until the form is filled out completely and accurately.

The department should consider the length of time necessary to obtain final approval. Substantive changes can require as long as 18 months before official implementation. Requests should be submitted early enough to obtain final approval before the desired effective date. Changes to minors generally take effect with the publication of the next *General Catalog*.

Dates of departmental and college approval of the proposal must be recorded. The Faculty Senate Courses and Curricula Committee will not consider proposals which have not been approved by college/departmental curriculum committees. *In addition, any other division of the University which might be affected by the curricular change must be consulted. The affected unit must be invited to submit a written response; such response will be weighed by the Faculty Senate Courses and Curricula Committee in its deliberations.*

**a. Adding a New Minor**

A minor is the student's field of secondary academic emphasis (usually 15 percent or more of the total hours required in an undergraduate curriculum). The entire new minor must be listed in catalog format. A brief justification for adding the minor should be attached to Form F.

**b. Changing an Existing Minor**

The present catalog description of the minor and the proposed catalog description should be typed under the columns *Present* and *Proposed* on Form F. Indicate all changes by placing {brackets} around the elements to be added, dropped, or altered. An adequate explanation for all changes should be attached to Form F.

**c. Suspending a Minor**

A brief explanation for the suspension should be attached to Form E. When a minor is suspended, students already in the minor are allowed to finish. **No new students, however, will be admitted.**

Requests to reactivate suspended minors should be made by submitting a Form F to the Faculty Senate Courses and Curricula Committee. Indicate

on Form F that a suspended minor is to be reactivated rather than a new minor added. If a significant amount of time has passed since the suspension, departments should check the current *General Catalog* carefully to ensure that the program meets all current requirements and that no required courses have been dropped.

**d. Dropping a Minor**

A brief explanation for the drop should be attached to Form F. When a minor is dropped, students already officially declared in the minor are allowed to finish. **No new students, however, will be admitted.**

[Back to Contents](#)

**APPENDIX B**  
**CURRICULAR FORMS**

**FORM A** · REQUEST FOR **ADDITION** OF A NEW COURSE

**FORM B** · REQUEST FOR **DROPPING** A COURSE

**FORM C** · REQUEST FOR **CHANGING** AN EXISTING COURSE

**FORM D** · REQUEST FOR ADDING, CHANGING, OR DROPPING A **CURRICULUM**

**FORM D ADDENDUM** · GENERAL EDUCATION REQUIREMENT

**FORM E** · REQUEST FOR ADDING, CHANGING, OR DROPPING A **CONCENTRATION**

**FORM F** · REQUEST FOR ADDING, CHANGING, OR DROPPING A **MINOR**

**BOARD OF REGENTS GUIDELINES/FORMS** ·

\* LETTER OF INTENT

\* REQUEST FOR AUTHORITY TO OFFER A NEW PROGRAM

**APPENDIX C  
REFERENCE MATERIAL**

**MATERIALS:**

- **C. 1. GUIDELINES FOR CROSS-LISTING COURSES**
- **C. 2. STANDARD STATEMENTS FOR USE IN COURSE DESCRIPTIONS**
- **C. 3. BOARD OF REGENTS DEFINITIONS**
- **C. 4. GUIDELINES FOR CLASSIFICATION OF CONTACT HOURS**
- **C. 5. ACADEMIC AFFAIRS MEMO CONCERNING 4000-LEVEL COURSES**

## APPENDIX C. 1.

## CROSS-LISTING COURSES

When the same course is offered by more than one department, it is said to be cross-listed. The department proposing a new course to be cross-listed or proposing the crosslisting of one of its existing courses is called the *parent department*. That department *owns* the course. In other words, the *parent department* will have the entire course description listed in the *General Catalog* 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...*). An example follows:

## EXAMPLE OF CATALOG DESCRIPTIONS FOR A CROSS-LISTED COURSE

**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.*

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 (i.e., 2000/4000; 3000/7000, 4000/7000) may not be cross-listed.

When the *parent department* drops a cross-listed course from the catalog, all catalog descriptions of the course are deleted (parent and cross-listed departments).

**Adding a New Course Which Will Be Cross-listed:**

The department proposing the new course (*parent department*) should submit a Form A, which should be signed by the chair of each department concerned. If two deans are involved, both should also sign the form.

The course description for the department proposing the course should carry the notation, *Also offered as*\_. The description for the other department(s) involved should carry the notation, *See*\_.

**Cross-listing an Existing Course:**

If a department wishes to cross-list one of its courses with another department, the department offering the course (*parent department*) should submit the Form C. The proposed change will be the addition of a statement to the catalog description of the existing course indicating the cross-listing: *Also offered as*\_. The catalog statement for the other department's course should be only a reference to the existing course, *See*\_.

Appendix C. 2.

**STANDARD ABBREVIATIONS AND STATEMENTS TO BE USED IN COURSE DESCRIPTIONS**

Abbreviation .....	Meaning:
F .....	Course offered in fall
S.....	Course offered in spring
Su.....	Course offered in summer
E.....	Course offered in even-numbered years
O .....	Course offered in odd-numbered years
V.....	Course offered irregularly
F,S,Su .....	Course offered in fall, spring, and summer
Su only .....	Course offered in summer only

Misc

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

12 hrs. lab. (laboratory courses)

\$10 field fee.

Pass-fail grading.

Reports (term papers) required.

Cross Listing/ Honors

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

See also \_ . (Cross-listed course-child department)

An honors course, \_ , is also available.

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

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

Credit

A max. of \_ hrs. may be earned in this series .

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.

Restrictions

Consent of instructor (Department, dean).

For doctoral (master's) students only.

Open only to students majoring in \_ .

Primarily for students in \_ .

Prerequisites

No previous knowledge of \_ required.

Prereq.: credit or registration in \_ .

Prereq.: graduate standing in \_ .

Co-requisite \_ .

\_ or equivalent.

## Appendix C. 3.

## BOARD OF REGENTS DEFINITIONS

<sup>1</sup>The University conforms to Board of Regents' requirements to ensure consistency of official documentation with the Regents' *Inventory of Degree and Certificate Programs*. The following standardized terms are used in LSU catalogs, diplomas, commencement programs, transcripts, and other official documents:

*Degree* · The title of the award conferred on students by a college, university, or professional school upon completion of a unified program of study (i.e., Bachelor of Arts, B.A.; Bachelor of Science, B.S.; Master of Science, M.S.; Master of Fine Arts, M.F.A.; Master of Landscape Architecture, M.L.A.; Doctor of Philosophy, Ph.D., etc.).

*Degree Program* · A grouping of campus-approved courses and requirements (i.e., minimum gpa required, comprehensive examinations, English and Math proficiencies, etc.) which, when satisfactorily completed by a student, will entitle him or her to a degree from a public institution of higher education.

*Degree Designation* · The Degree Designation for each authorized program at public institutions of higher education is listed in the Board of Regents' Inventory of Degree and Certificate Programs under the category "Degree Level." The category "Degree Level" shall be changed in the Inventory to "Degree Designation." Some professional programs require the name of the general subject area as part of the Degree Designation (i.e., Bachelor of Architecture, B.Arch.; Master of Social Work, M.S.W.; Juris Doctorate, J.D., etc.).

*Degree Subject Area* · The primary discipline which constitutes the focus of a Degree Program. It is listed in the Board of Regents' Inventory under the category "Degree Description/Option." The category "Degree Description/Option" shall be changed in the Inventory to "Degree Subject Area." When a student satisfactorily completes a Degree Program, he/she will be entitled to a degree in the appropriate subject area (e.g., Biology, History, Vocal Arts).

*Degree Title* · The complete label of a degree program consisting of the Degree Designation and the Degree Subject Area. It is listed in the Regents' Inventory under the categories "Degree Level" and "Degree Description/Option" (i.e., Bachelor of Arts in History; Bachelor of Science in Chemistry).

*Curriculum* · A description of required and elective courses for a degree program.

*Major* · That part of a Degree Program which consists of a specified group of courses in a particular discipline(s) or field(s). The name of the Major is usually consistent with the Degree Subject Area. A Major usually consists of 25 percent or more of total hours required in an undergraduate curriculum. Establishment of a Major requires prior approval by the Board of Regents.

*Minor* · That part of a Degree Program which consists of a specified group of courses in a particular discipline(s) or field(s), consisting usually of 15 percent or more of total hours required in an undergraduate curriculum. Minors may be instituted by the affected system and campus without prior approval by the Board of Regents.

*Concentration* · An alternative track of courses within a Major, accounting for at least 30 percent of the Major requirements. Concentrations may be instituted by the affected system and campus without prior approval by the Board of Regents.

Transcripts list degree titles, majors, minors, and concentrations. Diplomas list only the appropriate degree designations.

---

<sup>1</sup> Louisiana Board of Regents Academic Affairs Policies and Procedure 2.11.01.



## APPENDIX C. 4.

## GUIDELINES FOR CLASSIFICATION OF CONTACT HOURS

A **lecture** is a **talk** on a particular subject given in order to teach people about that subject.

A **laboratory** is a **place** where students conduct research, experiments, or the application of professional techniques under the supervision of a member of the faculty.

A **seminar** is a form of academic teaching, involving **small groups**, where students are required to engage in an advanced level of critical analysis and discussion during meetings.

An **independent study** is a form of study **initiated** by the student, 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,

A **research study** is a form of research **initiated** by the student, 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,

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

APPENDIX C. 5.

ACADEMIC AFFAIRS MEMO CONCERNING 4000-LEVEL COURSES

*Campus Correspondence*

LOUISIANA STATE UNIVERSITY

*From:* Office of Academic Affairs

*Date:* May 1, 1995

*To:* Faculty Senate Courses & Curricula Committee

*Re:* Syllabi for 4000-Level Courses

The University's response to SACS, and the Provost's directive on syllabi, reflect the determination of the Graduate Council that in many 4000-level courses it is inappropriate to have different *requirements* for undergraduate and graduate students. There must, however, be differential expectations—that is, differential *expectations of performance*.

In fact, the University has already inscribed 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 appropriate, of course, instructors may indeed have different requirements for undergraduate students and graduate students (e.g., longer papers and more readings for the latter). When instructors in fact have requirements beyond differential expectations of performance, those requirements must be stated in the syllabi.