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COURSES & CURRICULA

I. PURPOSE

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

A. Charge of the Faculty Senate Courses & Curricula Committee:

1. To approve or disapprove, after review, proposals to add, drop, or change 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 its next regularly scheduled meeting;
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 President & Provost 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.

II. DEFINITIONS

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

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

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.

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

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

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.

III. GENERAL POLICY

Proposed changes in courses may be made only after careful investigation of the effects 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 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 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 as indicated in the concise catalog statement.

The following are important points to consider concerning courses:

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.

Academic credit provides the basis for measuring the amount of engaged learning time expected of a typical student enrolled not only in traditional 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:

- Not less than one hour (or 50 minutes of equivalent content as defined by the university and permitted under US 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
- At least an equivalent amount of work as required (and outlined in the bullet point above) 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.

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 courses are only offered in the summer, such as field courses. They are indicated in the catalog by "Su." Students may contact the departments to determine when courses will 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.

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 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 undergraduate and graduate courses and programs are considered by the Courses & Curricula Committee of the Faculty Senate after consideration by the relevant college or school level committee. All actions involving graduate degree programs are also considered by the LSU Graduate Council. In order to facilitate the work of the Courses & Curricula Committee and to ensure accuracy of changes in the *General Catalog*, recommendations regarding courses or degree programs must be accompanied by the appropriate form(s).

IV. PROCEDURES

A. Membership of the Faculty Senate Courses & Curricula Committee

At least one (but no more than two) *experienced* faculty members from each college or school (not included in a college); one undergraduate student; one non-voting, *ex-officio* representative from the Office of Academic Affairs; one non-voting, *ex-officio* representative from the chair of the General Education Committee; and one non-voting, *ex-officio* representative from the Office of the University Registrar. The Office of the University Registrar will also provide administrative assistance to the committee. (“Experienced” is defined as having had one or more years of active participation on a department, school, or college curriculum committee.) Appointments to the committee are three years, 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.

B. Approval Procedures for Courses and Undergraduate Curricula

1. Adding a New Course ([Form A](#)), Dropping a Course ([Form B](#)), Changing an Existing Course ([Form C](#)), or Changing a Rubric ([Form R](#))

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 Faculty Senate.

- a. After departmental faculty approval, the completed form is submitted by the department chair through the dean to the college courses and curricula committee.
 - b. 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 Office of the University Registrar.
 - c. After checking the form, in consultation with the Graduate School for courses numbered 4000 and above, the Office of the University Registrar sends it to the Faculty Senate Courses & Curricula committee.
 - d. One of the following actions may result: (1) the request may be approved; (2) the request may be rejected; or (3) the request may be conditionally approved, pending receipt of additional information or modifications.
 - e. Approved requests are posted to the Office of the University Registrar's [website](#).
 - f. New courses, when approved, will be considered for inclusion into the Louisiana Common Course Numbering (LCCN) system.
 - g. Departments may appeal decisions made by the committee. 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.
2. 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.

- a. 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 whether the proposal conforms to the guidelines in the Board of Regents [Letter of Intent policy](#). The Letter of Intent should demonstrate that the new program would (1) be within the role and scope of the institution, (2) must not be needlessly duplicative of those at other institutions of higher education, (3) shall be consistent with the mandates of the desegregation Settlement Agreement, and (4) shall adhere to specific criteria for funding. Once a *Letter of Intent* has been approved by the Board of Regents, the department has three years to submit the full proposal for the new program following Board of Regents' guidelines.

Proposal: A formal request for a new curriculum is initiated by the department's submission of [Form D](#), Form D Addendum, [Form A](#) (if new courses are involved), and the proposal to the college dean and college courses and curricula committee.

- i. 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 the Office of the University Registrar.
- ii. The Office of the University Registrar reviews the material and submits it to the Faculty Senate Courses & 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 & Curricula Committee.
- iii. The Faculty Senate Courses & Curricula Committee may approve the request, disapprove the request, or withhold action, pending receipt of additional information or modifications.
- iv. If the request is approved by the Faculty Senate Courses & Curricula Committee, after review by the Office of Academic Affairs, the Executive Vice President & Provost forwards it to the President. 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 the Office of the University Registrar. Appeals of the decision of the Faculty Senate Courses & Curricula Committee should be addressed to the Faculty Senate. If the committee requests additional information, all forms are returned to the department and the dean's office with a memo from the chair requesting the information. The department, when replying, should submit one original copy to the Office of the University Registrar.

- v. The President may refer the request to a special committee to review the budgetary aspects of the new program. After this committee presents its findings, the President will either approve and, forward the request to the Council of Chief Academic Officers or disapprove and return the request to be forwarded to the department. The Executive Vice President & Provost will facilitate either of these actions on the President's behalf.
- vi. If approved by the President, the Executive Vice President & Provost will forward the approved request to the Council of Chief Academic Officers for review. If the council reports favorably on the proposal, it is returned to the President for final consideration.
- vii. If the President approves, the request is forwarded to the Board of Supervisors.
- viii. Upon approval by the Board of Supervisors, the request is submitted to the Board of Regents.
- ix. After approval by the Board of Regents, the President's Office returns the request to the Office of Academic Affairs for implementation and distribution by the Office of the University Registrar.

Distribution of Approved Curricula: Copies of approved curricula are posted on the Office of the University Registrar website.

- b. Procedure for Changing, Suspending, or Dropping an Existing Undergraduate Curriculum
 - i. 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.)

- ii. If, after review by the dean, the college courses and curricula committee approves the request, the forms are forwarded to the Office of the University Registrar. If the college courses and curricula committee does not approve the request, the forms are returned to the department, through the college.
- iii. The Office of the University Registrar reviews the material and forwards the request to the Faculty Senate Courses & Curricula Committee for action.
- iv. Several actions may result: (1) the proposal may be approved; (2) the proposal may be disapproved; or (3) the committee may conditionally approve, pending receipt of additional information or modifications. Departments may appeal decisions made by the committee. 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.
- v. 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 President & 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 & Curricula Committee.
- vi. 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 to be submitted to the Office of the University Registrar for implementation.

Distribution of Approved Curricula Changes/Suspensions/Terminations:
Copies of all approved curricula are published on the Office of the University Registrar website and will remain there until they are included in the next edition of the *General Catalog*.

3. Establishing, Changing, Suspending, or Dropping an Undergraduate Concentration or Minor (Concentrations use [Form E](#); Minors use [Form F](#))
 - a. After departmental faculty approval, the completed form is submitted by the department chair through the dean to the college courses and curricula committee.
 - b. 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 the Office of the University Registrar.
 - c. After reviewing the form, the Office of the University Registrar sends it to the Faculty Senate Courses & Curricula Committee.
 - d. One of the following actions may result: (1) the request may be approved; (2) the request may be rejected; or (3) the committee may conditionally approve, pending receipt of additional information or modifications.
 - e. Departments may appeal decisions made by the committee. 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.
 - f. Approved requests are returned to the Office of the University Registrar. The Office of the University Registrar then submits the requests to the Office of Academic Affairs for approval. Requests not approved by Academic Affairs are returned to the Faculty Senate Courses & Curricula Committee for further discussion.

NOTE: Departments requesting the reactivation of a suspended program should submit a Form E or F to the Faculty Senate Courses & Curricula Committee.

Distribution of Approved Concentrations and Minors: Copies of all approved concentrations or minors are published on the Office of the University Registrar website and will remain there until they are included in the next edition of the *General Catalog*.

C. Establishing a New Graduate Degree Program; or Changing or Dropping an Existing Graduate Degree Program

1. Procedural Channels for Approval of a New Graduate Degree Program

a. *Letter of Intent.* Departments contemplating the development of a new curriculum must first submit to the Board of Regents a *Letter of Intent*. This request, which must be approved through university administrative channels, must be approved by the Regents before the complete curricular proposal is considered by the Board of Regents.

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

College Dean

Graduate Council

Dean of the Graduate School

(After approval by the graduate school dean, forwarded to the Executive Vice President & Provost.)

Executive Vice President & Provost

President

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 of Regents.

b. *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*. After review by the dean and college courses and curricula committee, the graduate proposal is routed through the following channels:

Graduate Council

Dean of the Graduate School *(At this point, outside consultants may be required.)*

Faculty Senate Courses & Curricula Committee

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

(Forwarded to the Executive Vice President & Provost.)

Executive Vice President & Provost

President

Proposed new programs are not authorized until approved by the Board of Regents

2. Procedural Channels for Changing or Dropping an Existing Graduate Degree Program

- a. 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.
- b. The Dean of the Graduate School may grant administrative approval of proposed changes in existing programs that he or she deems to be minor. The Dean of the Graduate School will inform the college dean, department, and Faculty Senate Courses & Curricula Committee of such minor changes. 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
- c. One of the following actions may result: 1) the request may be approved; 2) the request may be rejected; or 3) the Graduate Council may withhold action, pending receipt of additional information or modifications.
- d. Upon the approval by the Graduate Council, the Dean of the Graduate School will forward changes to the Faculty Senate Courses & Curricula Committee, Executive Vice President & Provost, and to the President.
- e. Departments and interdepartmental programs may 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.

3. Establishing, Changing, Suspending, or Dropping a Graduate Concentration or Minor (Concentrations use [Form E](#); Minors use [Form F](#))

- a. After departmental faculty approval, the completed form is submitted by the department chair through the dean to the college courses and curricula committee.
- b. 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 the Graduate School for review and approval.
- c. The proposal is reviewed by the Dean of the Graduate School and the Graduate Council, as appropriate. The Graduate School may return the proposal to the college or school with comments or approve the proposal. If approved, the proposal is forwarded to the Office of the University Registrar.
- d. After reviewing the form, the Office of the University Registrar sends it to the Faculty Senate Courses & Curricula Committee.
- e. One of the following actions may result: (1) the request may be approved; (2) the request may be rejected; or (3) the committee may conditionally approve, pending receipt of additional information or modifications.
- f. Departments may appeal decisions made by the committee. 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.
- g. Approved requests are returned to the Office of the University Registrar. The Office of the University Registrar then submits the requests to the Office of Academic Affairs for approval. Requests not approved by Academic Affairs are returned to the Faculty Senate Courses & Curricula Committee for further discussion.

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

Distribution of Approved Concentrations and Minors:

Copies of all approved concentrations or minors are published on the Office of the University Registrar website and will remain there until they are included in the next edition of the *General Catalog*.

D. Guidelines for Cross-Listing Courses

1. 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 cross-listing 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:

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 (e.g., 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).

2. Adding a New Course Which Will Be Cross-listed:

Both departments involved in proposing the new course will both submit a Form A. 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....*

3. 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 [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...*

E. Standard Statements Used in Course Descriptions:

1. Courses offered only in summer should include the standard abbreviation *Su*.

2. Miscellaneous:

2 hrs. lecture; 3 hrs. lab. (lecture/lab courses)
12 hrs. lab. (laboratory courses)
\$10 field fee.
Pass-fail grading.

3. 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.

4. Credit:

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.

5. Restrictions:

Consent of instructor (Department, dean).
For doctoral (master's) students only.
Open only to students majoring in....
Primarily for students in....

6. Prerequisites

No previous knowledge of ... required.
Prereq.: credit or registration in
Prereq.: graduate standing in
Co-requisite
... or equivalent.

F. Syllabi for 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*.

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, 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.

V. SOURCES

[Regulations of the Board of Supervisors, Ch. I, Sec. 1-2.](#)

[Board of Regents Academic Affairs Policy 2.04](#)

[Board of Regents Academic Affairs Policy 2.11](#)

USDOE [75 FR 66832](#)

USDOE [Guidance Letter of March 2011](#)

VI. APPENDICES

[Form A: Request for Addition of a New Course](#)

[Form B: Request for Dropping a Course](#)

[Form C: Request for Changing a Course](#)

[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 R: Request to Change a Rubric of Course Number](#)

[Special Titles for Special Topics](#)