COURSE DESCRIPTION

Rubric & No. | KIN 2503 | Title | Basic Athletic Training
-----|---------|------|------------------
Semester Hours of Credit | 2

NOTE: Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? Yes ____ No ____ N/A ____

This course is presently included or referenced in the following curriculum, minor, concentration, area of specialization, or catalog chapter:

(If additional space is needed, please attach a separate piece of paper.)

Athletic Training, BS

Is this course a prerequisite or corequisite for any other courses? (If answer to above is "yes", please list courses by rubric and course number. (If additional space is needed, please attach a separate piece of paper.)

Yes __X____ No ____

Rubric KIN Course # 2503 | Rubric ____ Course # ____ | Rubric ____ Course # ____ | Rubric ____ Course # ____

Is this course on the general education list? If yes, attach approval of drop from General Education Committee

Yes ____ No __X__

REASON FOR REQUEST TO DROP COURSE:

This course is no longer offered in the Bachelor of Science in Athletic Training.

APPROVALS

Department Faculty Approval Date | 1/9/18 | College Faculty Approval Date | 2-6-18

Department Chair Signature | (date) | College Dean Signature | (date)

Graduate Dean Signature | (date) | Chair, F&S C&C Committee | (date)

College Contact | F-mail | Academic Affairs Approval | (date)
**REQUEST FOR DROPPING A COURSE**

**Course Description**
- **Rubric & No.**: KIN 3505
- **Title**: Practicum in Athletic Training
- **Semester Hours of Credit**: 1

**NOTE:** Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? **Yes ____ No ____ N/A ____ XX**

This course is presently included or referenced in the following curriculum, minor, concentration, area of specialization, or catalog chapter:

*(If additional space is needed, please attach a separate piece of paper.)*

- **Athletic Training, BS**

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course #</th>
<th>Rubric</th>
<th>Course #</th>
<th>Rubric</th>
<th>Course #</th>
<th>Rubric</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
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<td></td>
</tr>
</tbody>
</table>

Is this course a prerequisite or corequisite for any other courses? *(If answer above is "yes", please list courses by rubric and course number. If additional space is needed, please attach a separate piece of paper.)* **Yes ____ No ____ XX**

Is this course on the general education list? *(If yes, attach approval of drop from General Education Committee)* **Yes ____ No ____ XX**

**Reason for Request to Drop Course:**
This course is no longer offered in the Bachelor of Science in Athletic Training.

**Approvals**

<table>
<thead>
<tr>
<th>Department Faculty Approval Date</th>
<th>College Faculty Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/23/18</td>
<td>2/6/18</td>
</tr>
</tbody>
</table>

- **Department Chair Signature** (date)
- **Graduate Dean Signature** (date)
- **College Contact** E-mail

- **College Dean Signature** (date)
- **Chair, JS C&C Committee** (date)
- **Academic Affairs Approval** (date)
REQUEST FOR DROPPING A COURSE

Department | Kinesiology  | College | Human Sciences & Education
Date | December 5, 2017

COURSE DESCRIPTION

Rubric & KIN 2506 | Title Orthopedic Injury Evaluation Techniques II

Semester Hours of Credit | 3

NOTE: Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? Yes ____ No ____ N/A XX

This course is presently included or referenced in the following curriculum, minor, concentration, area of specialization, or catalog chapter:

(If additional space is needed, please attach a separate piece of paper.)

Athletic Training, BS

Is this course a prerequisite or corequisite for any other courses? (If answer to above is "yes", please list courses by rubric and course number. (If additional space is needed, please attach a separate piece of paper.)

Yes X ____ No ____

Rubric KIN Course # 3509 Rubric ____ Course # ____

Is this course on the general education list? If yes, attach approval of drop from General Education Committee

Yes ____ No XX ____

REASON FOR REQUEST TO DROP COURSE:

This course is no longer offered in the Bachelor of Science in Athletic Training.

APPROVALS

Department Faculty Approval Date | College Faculty Approval Date 2-6-18

Department Chair Signature (date) ________

Graduate Dean Signature (date) ________

College Contact E-mail ________

College Dean Signature (date) ________

Chair, FS C&C Committee (date) ________

Academic Affairs Approval (date) ________
**Request for Dropping a Course**

**Department:** Kinesiology  
**College:** Human Sciences & Education  
**Date:** December 5, 2017

### COURSE DESCRIPTION

<table>
<thead>
<tr>
<th>Rubric &amp; No.</th>
<th>Title</th>
<th>Semester</th>
<th>Hours of Credit</th>
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<tbody>
<tr>
<td>KIN 3501</td>
<td>Advanced Athletic Training</td>
<td></td>
<td>3</td>
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</table>

**NOTE:** Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected?  
Yes [ ]  No [x]  N/A [XX]

This course is presently included or referenced in the following curriculum, minor, concentration, area of specialization, or catalog chapter:  
(If additional space is needed, please attach a separate piece of paper.)

- **Athletic Training, BS**

Is this course a prerequisite or corequisite for any other courses?  
(If answer above is "yes", please list courses by rubric and course number. (If additional space is needed, please attach a separate piece of paper.)

<table>
<thead>
<tr>
<th>Rubric</th>
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<th>Rubric</th>
<th>Course #</th>
<th>Rubric</th>
<th>Course #</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>Yes [ ]</td>
<td>No [X]</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Is this course on the general education list?  
If yes, attach approval of drop from General Education Committee  
Yes [ ]  No [XX]

### REASON FOR REQUEST TO DROP COURSE:

This course is no longer offered in the Bachelor of Science in Athletic Training.

### APPROVALS

<table>
<thead>
<tr>
<th>Department Faculty Approval Date</th>
<th>College Faculty Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/23/18</td>
<td>3/6/18</td>
</tr>
</tbody>
</table>

**Department Chair Signature**  
**Graduate Dean Signature**

**College Contact**  
**E-mail**

**College Dean Signature**  
**Chair of C&C Committee**

**Academic Affairs Approval**  
**Date:** 3/2/18
REQUEST FOR DROPPING A COURSE

<table>
<thead>
<tr>
<th>Department</th>
<th>Kinesiology</th>
<th>College</th>
<th>Human Sciences &amp; Education</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
<td>December 5, 2017</td>
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<table>
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<tr>
<th>COURSE DESCRIPTION</th>
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<tbody>
<tr>
<td>Rubric &amp; No.</td>
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<tr>
<td>Semester Hours of Credit</td>
</tr>
</tbody>
</table>

NOTE: Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? Yes ______ No ______ N/A ______

This course is presently included or referenced in the following curriculum, minor, concentration, area of specialization, or catalog chapter:
(If additional space is needed, please attach a separate piece of paper.)

<table>
<thead>
<tr>
<th>Athletic Training, BS</th>
</tr>
</thead>
</table>

Is this course a prerequisite or corequisite for any other courses? (If answer to above is "yes", please list courses by rubric and course number. (If additional space is needed, please attach a separate piece of paper.)

| Rubric ____ Course # | Rubric ____ Course # | Rubric ____ Course # | Rubric ____ Course # |

Is this course on the general education list? If yes, attach approval of drop from General Education Committee

| Yes ______ | No ______ |

REASON FOR REQUEST TO DROP COURSE:
This course is no longer offered in the Bachelor of Science in Athletic Training.

APPROVALS:

<table>
<thead>
<tr>
<th>Department Faculty Approval Date</th>
<th>College Faculty Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/23/18</td>
<td>2-6-18</td>
</tr>
</tbody>
</table>

Department Chair Signature (date)  
College Dean Signature (date)  
Chair, FS C&C Committee (date)  
Academic Affairs Approval (date)
REQUEST FOR DROPPING A COURSE

<table>
<thead>
<tr>
<th>Department</th>
<th>Kinesiology</th>
<th>College</th>
<th>Human Sciences &amp; Education</th>
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</thead>
<tbody>
<tr>
<td>Date</td>
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**COURSE DESCRIPTION**

<table>
<thead>
<tr>
<th>Rubric &amp; No.</th>
<th>KIN 3509</th>
<th>Title</th>
<th>Therapeutic Exercise and Rehabilitation in Athletic Training</th>
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<tbody>
<tr>
<td>Semester Hours of Credit</td>
<td>3</td>
<td></td>
<td></td>
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</tbody>
</table>

**NOTE:** Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? Yes _____ No _____ N/A _____ XX

This course is presently included or referenced in the following curriculum, minor, concentration, area of specialization, or catalog chapter:

(If additional space is needed, please attach a separate piece of paper.)

**Athletic Training, BS**

<table>
<thead>
<tr>
<th>Is this course a prerequisite or corequisite for any other courses?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(If answer to above is &quot;yes&quot;, please list courses by rubric and course number. (If additional space is needed, please attach a separate piece of paper.)</td>
</tr>
<tr>
<td>Yes _____ No _____</td>
</tr>
</tbody>
</table>

**REASON FOR REQUEST TO DROP COURSE:**

This course is no longer offered in the Bachelor of Science in Athletic Training.

**APPROVALS**

Department Faculty Approval Date: 1/23/18

Department Chair Signature: [Signature]

Graduate Dean Signature: [Signature]

College Faculty Approval Date: 2/6/18

College Dean Signature: [Signature]

Chair, FS C&C Committee: [Signature]

Academic Affairs Approval: 3/2/18

E-mail: [Email]
REQUEST FOR DROPPING A COURSE

Department: Kinesiology
College: Human Sciences & Education
Date: December 5, 2017

<table>
<thead>
<tr>
<th>COURSE DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>Rubric &amp; No.</td>
</tr>
<tr>
<td>Semester Hours of Credit</td>
</tr>
</tbody>
</table>

NOTE: Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? Yes _____ No _____ N/A _____

This course is presently included or referenced in the following curriculum, minor, concentration, area of specialization, or catalog chapter:
(If additional space is needed, please attach a separate piece of paper.)

Athletic Training, BS

| Is this course a prerequisite or corequisite for any other courses? |
| Rubric | Course # | Yes _____ | No _____ |
| Rubric | Course # | Yes _____ | No _____ |
| Rubric | Course # | Yes _____ | No _____ |
| Rubric | Course # | Yes _____ | No _____ |

| Is this course on the general education list? |
| If yes, attach approval of drop from General Education Committee |
| Yes _____ | No _____ |

REASON FOR REQUEST TO DROP COURSE:
This course is no longer offered in the Bachelor of Science in Athletic Training.

<table>
<thead>
<tr>
<th>APPROVALS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Faculty Approval Date</td>
</tr>
<tr>
<td>College Faculty Approval Date: 2/6/18</td>
</tr>
<tr>
<td>Department Chair Signature: 1/23/18</td>
</tr>
<tr>
<td>Graduate Dean Signature: (date)</td>
</tr>
<tr>
<td>College Contact: E-mail</td>
</tr>
<tr>
<td>College Dean Signature: (date)</td>
</tr>
<tr>
<td>Chair, IS C&amp;C Committee: (date)</td>
</tr>
<tr>
<td>Academic Affairs Approval: 3/2/18</td>
</tr>
</tbody>
</table>
**REQUEST FOR DROPPING A COURSE**

**Department:** Library & Information Science  
**College:** Human Sciences and Education  
**Date:** 1-26-18

<table>
<thead>
<tr>
<th>COURSE DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>Rubric &amp; No.</td>
<td>LIS 7611</td>
</tr>
<tr>
<td>Title</td>
<td>Management of Electronic Records</td>
</tr>
<tr>
<td>Semester Hours of Credit</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE:** Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? **Yes**  
**No**  
**N/A**  
**X**

This course is presently **included** or **referenced** in the following curriculum, minor, concentration, area of specialization, or **catalog chapter**:  
(If additional space is needed, please attach a separate piece of paper.)

<table>
<thead>
<tr>
<th>Library &amp; Information Science</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Is this course a prerequisite or corequisite for any other courses? (If answer to above is “yes”, please list courses by rubric and course number. (If additional space is needed, please attach a separate piece of paper.)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course #</th>
<th>Rubric</th>
<th>Course #</th>
<th>Rubric</th>
<th>Course #</th>
</tr>
</thead>
</table>

| Is this course on the general education list?  
If yes, attach approval of drop from General |  |
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

**REASON FOR REQUEST TO DROP COURSE:**

This course is no longer offered. An updated version of the content is taught in another course.

<table>
<thead>
<tr>
<th>APPROVALS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Faculty Approval Date</td>
<td>1-26-18</td>
</tr>
<tr>
<td>College Faculty Approval Date</td>
<td>2-6-18</td>
</tr>
</tbody>
</table>

**Carol Barry**  
Department Chair Signature  
1-26-18 (date)

**Michelle A. Massi**  
Graduate Dean Signature  
2/26/18 (date)

**Jacqueline Bay, for Dean Andrews**  
College Dean Signature  
2-6-18 (date)

**Lance Milam**  
Chair, FS C&C Committee  
2/26/18 (date)

**Casey Bennett / cbenne5@lsu.edu**  
College Contact  
E-mail

**Academic Affairs Approval**  
( date )

**RECEIVED**  
FEB 26 2018  
THE GRADUATE SCHOOL  
LA STATE UNIVERSITY
### REQUEST FOR DROPPING A COURSE

**Department**: Library & Information Science  
**College**: Human Sciences and Education  
**Date**: 1-26-18

#### COURSE DESCRIPTION

<table>
<thead>
<tr>
<th>Rubric &amp; No.</th>
<th>Title</th>
<th>Semester Hours of Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIS 7811</td>
<td>Publishing for Librarians and Information Professionals</td>
<td>3</td>
</tr>
</tbody>
</table>

**NOTE**: Affected departments must be notified in writing and with adequate time allowed for written response(s). Responses must be included with this form.

Has this drop been discussed with and approved by all departments/colleges affected? **Yes** No N/A **X**

This course is presently **included** or referenced in the following curriculum, minor, concentration, area of specialization, or catalog chapter:

*(If additional space is needed, please attach a separate piece of paper.)*

<table>
<thead>
<tr>
<th>Library &amp; Information Science</th>
</tr>
</thead>
</table>

Is this course a prerequisite or corequisite for any other courses? (If answer to above is "yes", please list courses by rubric and course number. (If additional space is needed, please attach a separate piece of paper.)

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course #</th>
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</tbody>
</table>

**Yes**  
**No** **X**

**Is this course on the general education list?**  
If yes, attach approval of drop from General

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Course #</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Yes**  
**No** **X**

#### REASON FOR REQUEST TO DROP COURSE:

This course is an elective and no longer offered. The original faculty member who created and taught this course is retired.

#### APPROVALS

<table>
<thead>
<tr>
<th>Department Faculty Approval Date</th>
<th>College Faculty Approval Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-26-18</td>
<td>2-6-18</td>
</tr>
</tbody>
</table>

**Department Chair Signature**:  
**Graduate Dean Signature**:  
**College Dean Signature**:  
**Chair, FS C&C Committee**:  
**Academic Affairs Approval**:  

**Received**: FEB 26 2018
REQUEST TO RENUMBER A COURSE OR CHANGE RUBRIC

Department: School of Library and Information Science
College: Human Sciences and Education

Course Title: Special Topics in Library and Information Science

CURRENT course rubric & no. LIS 7910
PROPOSED course rubric & no. LIS 7808

List all pages in the LSU General Catalog where the course appears: (attach extra sheets if necessary)

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

NOTES:
* This form may only be used to change a course number and/or rubric.
* New course numbers cannot have been used for any other course during the previous 10 years.
* The first digit of a course number may not be changed. For example, a 4000-level course cannot be given a number at any level other than the 4000-level.
* This form CANNOT be used to make changes to course titles, descriptions, contact or credit hours, prerequisites, or any other substantive characteristics of a course.
* This form authorizes the replacement of the old course rubric and number with the new course rubric and number wherever the old rubric/number appears, including all:
  Course descriptions (prerequisites, co-requisites, cross-listings, etc.)
  Curricula, descriptions of curricula and degree audits.
  Concentrations, descriptions of concentrations and degree audits.
  Minors, descriptions of minors and degree audits.
  The General Education course list.

ATTACH JUSTIFICATION FOR REQUEST TO CHANGE COURSE NUMBER AND/OR RUBRIC

APPROVALS:
Department Faculty Approval Date 1/26/18

[Signature] 2-5-18
Department Chair’s Signature (Date)

Graduate Dean’s Signature 2/26/18

[Signature] (Date)
Graduate Dean’s Signature (for 4090 level and above)

College/Division/Department Contact: Casey Bennett
Contact E-mail: cbenne5@lsu.edu

College Faculty Approval Date 2-6-18

[Signature] 2-6-18
College Dean’s Signature (Date)

Chair, FS C & C Committee 2/26/18

[Signature] (Date)

Academic Affairs Approval 3/2/18

[Signature] (Date)
JUSTIFICATION:
The current course number, LIS 7910 makes the course appear after all the sections of Internships (LIS 7900) and Directed Independent Studies (LIS 7909) in the schedule booklet and on the mainframe. This appearance leads to low awareness of the course offering when students enroll courses for future semesters. The proposed renumber will rectify that situation and may enhance the course's visibility.
**Request for CHANGING an Existing Course**

<table>
<thead>
<tr>
<th>Department</th>
<th>Education</th>
<th>College</th>
<th>Human Sciences and Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Rubric &amp; Number</td>
<td>EDCI 7142</td>
<td>Date</td>
<td>12/15/17</td>
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### PRESENT COURSE DESCRIPTION

<table>
<thead>
<tr>
<th>Title</th>
<th>Studies in the Teaching of English in Secondary Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Hours of Credit</td>
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<tr>
<td>If combination course type, # hrs. of credit for</td>
<td>Lecture: 3</td>
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<tr>
<td>Repeat Credit Max. (if repeatable):</td>
<td>Yes</td>
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<tr>
<td>Graduate Credit?</td>
<td>Yes</td>
</tr>
<tr>
<td>Credit will not be given for this course and:</td>
<td></td>
</tr>
<tr>
<td><strong>Contact</strong> Hours Per Week: (Indicate hours in appropriate course type.)</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
<td>Lab</td>
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<td>Total Weekly Contact Hours:</td>
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<tr>
<td>Grading System:</td>
<td>Letter Grade</td>
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<tr>
<td>Course Description: (Include course number, title, etc. exactly as it appears in the General Catalog)</td>
<td></td>
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</table>

**EDCI 7142 Studies in the Teaching of English in Secondary Schools (3)**

---

### PROPOSED COURSE DESCRIPTION

<table>
<thead>
<tr>
<th>Title</th>
<th>Studies in the Teaching of Composition in Secondary Schools</th>
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</thead>
<tbody>
<tr>
<td>Short Title</td>
<td>TEACH COMP SEC SCH</td>
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<tr>
<td>If combination course type, # hrs. of credit for</td>
<td>Lecture: 3</td>
</tr>
<tr>
<td>Repeat Credit Max. (if repeatable):</td>
<td>Yes</td>
</tr>
<tr>
<td>Graduate Credit?</td>
<td>Yes</td>
</tr>
<tr>
<td>Credit will not be given for this course and:</td>
<td></td>
</tr>
<tr>
<td><strong>Contact</strong> Hours Per Week: (Indicate hours in appropriate course type.)</td>
<td></td>
</tr>
<tr>
<td>Lecture</td>
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<td>Total Weekly Contact Hours:</td>
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<tr>
<td>Grading System:</td>
<td>Letter Grade</td>
</tr>
<tr>
<td>Course Description: (Include course number, title, etc. exactly as it appears in the General Catalog)</td>
<td></td>
</tr>
</tbody>
</table>

**EDCI 7142 Studies in the Teaching of Composition in Secondary Schools (3)** Theory and research with practical application to the teaching of composition in secondary schools.

---

**THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.**

Has this change been discussed with and approved by all departments/colleges affected? Yes ____ No ____ N/A _X_

Is this course included in any curricula, concentrations, or minors? Yes _X_ No ____ If yes, please list on a separate sheet.

Is this course a **pre**requisite or **core**quisite for other courses? Yes ____ No _X_ If yes, list courses; use separate sheet.

Is this course on the General Education list? Yes ____ No _X_

**JUSTIFICATION/EXPLANATION:** Use separate sheet.

Note: IF COURSE IS OR WILL BE CROSS-LISTED, SEPARATE FORMS MUST BE SUBMITTED BY EACH DEPARTMENT.

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### APPROVALS

<table>
<thead>
<tr>
<th>Department Faculty Approval Date</th>
<th>12-13-17</th>
<th>College Faculty Approval Date</th>
<th>2-8-18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair Signature</td>
<td>2-6-18</td>
<td>College Dean Signature</td>
<td>6-2-18</td>
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<tr>
<td>Graduate Dean Signature</td>
<td>2-6-18</td>
<td>Chair FS C&amp;C Committee</td>
<td>2-26-18</td>
</tr>
</tbody>
</table>

Casey Bennett / cbenne5@lsu.edu
College Contact E-mail

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**RECEIVED**

FEB 26 2018

THE GRADUATE SCHOOL
LA STATE UNIVERSITY
JUSTIFICATION:
This proposal is to request changing the name of this course for several reasons. There are currently two courses offered at the 7000 level that pertain to the teaching of English language arts in secondary schools (i.e. middle, junior, and high schools). They are 7142 Studies in the Teaching of English in Secondary Schools and 7143 The Teaching of Literature in Secondary Schools. Traditionally, faculty agreed that 7142 would focus on the teaching of writing to avoid course duplication and have done so for the past ten years. Therefore, the content of the course will not change. However, this request for EDCI 7142 would

1. Reflect a clearer distinction of the content matter taught in this course. The term “English” is ambiguous and students in the past have not been able to distinguish the difference between the two classes.
2. Create a pair of course titles that would better mirror students’ experiences with the field English language arts courses at the secondary level often split between literature and composition.
3. Create the potential for this course to be included as an option in the writing pedagogy minor (approval pending)
4. Provide a course description and title that better reflects current trends in secondary school English language arts classrooms, which include an increased focus on advancing students’ writing skills
5. Provide a course description to be included in the catalog. Currently, this course does not have a course description in the catalog, which would be useful to students when determining to take this course.

This course is a required course in the M.Ed. and PhD. English Education degree programs.
### Request for CHANGING an Existing Course

<table>
<thead>
<tr>
<th>Department</th>
<th>Education</th>
<th>College</th>
<th>Human Sciences and Education</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Rubric &amp; Number</td>
<td>EDCI 7314</td>
<td>Date</td>
<td>12/15/17</td>
</tr>
</tbody>
</table>

#### PRESENT COURSE DESCRIPTION

**Title:** Teaching Written Composition in the Elementary School  
**Semester Hours of Credit:** 3  
**If combination course type, # hrs. of credit:** Lecture: 3  
**Repeat Credit Max. (if repeatable):**  
**Graduate Credit?** Yes X  
**Credit will not be given for this course and:**  
**Contact Hours Per Week:** (Indicate hours in appropriate course type.)  
**Lecture** 3  
**Lab**  
**Seminar**  
**Recitation**  
**Intern**  
**Res/Ind**  
**Clin/Prac**  
**Total Weekly Contact Hours:** 3  
**Grading System:** Letter Grade X  
**Course Description:** (Include course number, title, etc. exactly as it appears in the General Catalog)  
EDCI 7314 Teaching Written Composition in the Elementary School (3) Practices and curricula in the teaching of written composition in the elementary school; its relationship to language arts instruction.

#### PROPOSED COURSE DESCRIPTION

**Title:** Teaching Written Composition from PK through Grade 6  
**Short Title:** TEACH COMP PK-6  
**Semester Hours of Credit:** 3  
**If combination course type, # hrs. of credit:** Lecture: 3  
**Repeat Credit Max. (if repeatable):**  
**Graduate Credit?** Yes X  
**Credit will not be given for this course and:**  
**Contact Hours Per Week:** (Indicate hours in appropriate course type.)  
**Lecture** 3  
**Lab**  
**Seminar**  
**Recitation**  
**Intern**  
**Res/Ind**  
**Clin/Prac**  
**Total Weekly Contact Hours:**  
**Grading System:** Letter Grade X  
**Course Description:** (Include course number, title, etc. exactly as it appears in the General Catalog)  
EDCI 7314 Teaching Written Composition from PK through Grade 6 (3) Practices and curricula in the teaching of written composition in PK through Grade 6; its relationship to English language arts and literacy instruction.

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**THESE QUESTIONS MUST BE ANSWERED COMPLETELY AND ACCURATELY OR PROPOSAL WILL BE RETURNED.**  
Has this change been discussed with and approved by all departments/colleges affected? Yes No N/A X  
Is this course included in any curricula, concentrations, or minors? Yes X No X If yes, please list on a separate sheet.  
Is this course a prerequisite or corequisite for other courses? Yes No X If yes, list courses; use separate sheet.  
Is this course on the General Education list? Yes No X  

**JUSTIFICATION/EXPLANATION:** Use separate sheet.  
**Note:** IF COURSE IS OR WILL BE CROSS-LISTED, SEPARATE FORMS MUST BE SUBMITTED BY EACH DEPARTMENT.

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</table>

**Chair Signature**  
Department Signature:  
 Graduate Dean Signature:  
College Dean Signature:  
Academic Affairs Approval:  

**RECEIVED** FEB 26 2018

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**THE GRADUATE SCHOOL**  
**LA STATE UNIVERSITY**
JUSTIFICATION:
This request for changing the name of this course involves multiple rationale.

1. Reflect that elementary schools typically include PK students who matriculate through an elementary school as well as many elementary schools in Louisiana also include grade 6,
2. That students are on a developmental continuum in terms of writing development, thus teachers should be able to recognize many forms of more emergent writing among their students with learning differences or developmental delays,
3. Create a course title that better reflects the way this course has been taught historically (since 2012),
4. Provide an updated course description to be included in the catalog that better reflects current trends in written composition and current grade level configurations in elementary school classrooms,
5. This course is included as an option in the writing pedagogy minor (conditional approval = full approval pending), and
6. Include an increased, needed focus on advancing students’ writing skills.
REQUEST FOR ADDITION OF NEW COURSE

Department | Library & Information Science  
College | Human Sciences and Education  
Date | 10/10/2017

PROPOSED COURSE DESCRIPTION

Rubric & No. | LIS 4900  
Title | Special Topics in Library & Information Science

Short Title (≤ 19 characters): S P E C I A L T O P I C S

Semester Hours of Credit: 3

If combination course type, # hrs. of credit for:

Lecture: 3  
Lab/Sem/Rec: 

Repeat Credit Max. (if repeatable): 6 credit hours

Graduate Credit? Yes

Credit will not be given for this course and:

Course Type (Indicate hours in the appropriate course type.):

Lecture: 3  
Lab:  
Seminar:  
Recitation:  
Lec/Rec:  
Lec/Sem:  
Lec/Lab:  
Res/Ind:  
Clin/Pract:  
Intern:  

Maximum enrollment per section: (use integer, e.g. 25 not 20-30) 20

Grading System: Letter Grade X  
Pass/Fail:  
Final Exam: ** Yes X  
No 

**(Attach justification if the proposed course will not hold a final exam during examination week.)**

Course Description:
(Concise catalog statement exactly as you wish it to appear in the General Catalog)

LIS 4900 Special Topics in Library & Information Science (1-3) May be taken for a max. of 6 sem. hrs. of credit when topics vary with department approval.

BUDGET IMPACT (IF ANSWER TO ANY QUESTION IS "YES", ATTACH EXPLANATION.)

If this course is approved, will additional staff be needed? Yes No X

Will additional space, equipment, special library materials or other major expense be involved? Yes No X

Academic Affairs Approval: (Date)

ATTACHMENTS (ATTACH THE FOLLOWING TO YOUR PROPOSAL)

JUSTIFICATION: Justification must explain why this course is needed and how it fits into the curricula. Will the course duplicate other courses?
SYLLABUS: Including 14 week outline of the subject matter; titles of text, lab manual, and/or required readings; grading scale and criteria
(For 4000-level, specify graduate student grading criteria if requirements differ for graduate and undergraduate students).

APPROVALS

Department Faculty Approval Date | 10-10-2017  
College Faculty Approval Date | 11-8-17

Department Chair Signature: [Signature]  
Graduate Dean Signature: [Signature]

College Contact: Casey Bennett/cbenne5@lsu.edu  
E-mail:  
Academic Affairs Approval: (Date)
JUSTIFICATION:
The School of Library and Information Science (SLIS) currently has an undergraduate minor in library science. On January 27, 2017, the Board of Supervisors approved a Post Bachelor’s Certificate in Library Science, which is now pending for approval by the Board of Regents. In addition, SLIS plans to develop another undergraduate minor in digital or information studies within the next two years. This proposed addition will enable SLIS to offer special topics courses for undergraduate students and enrich its undergraduate curricula.
Catalog Description
May be taken for a max. of 6 sem. hrs. of credit when topics vary.

Office: 273 Coates Hall

Contact information
Telephone: 578-1486
Email: taojin@lsu.edu

Office hours: Wednesday 10-12 or by appointment

Course Description
Introduction to fundamental concepts and principles in electronic records and information management, data governance, data privacy, data security, and data stewardship.

Course Objectives
Upon satisfactory completion of this course, the student will:
- Be familiar with basic concepts in electronic records and information management, and data governance, data privacy, data security, and data stewardship
- Understand fundamental issues in electronic records and information management, data security, and data governance
- Understand some principles applied in electronic records and information management, data governance, and data stewardship

Textbooks
- Additional readings (e.g., book chapters, journal articles, or magazine articles) may be provided.

15 Week Course Outline

Week 1 Overview of electronic records and data governance
Week 2 Electronic records and information creation/capture, classification, and file plan development
Week 3 Electronic records and information inventory, appraisal, retention, and disposition
Week 4 Electronic records and information access, storage, and retrieval
Week 5 Electronic records management systems
Week 6 Vital records, disaster preparedness and recovery, and business continuity
Week 7 Midterm exam
Week 8 Big data and data governance
Week 9  Data management and architecture
Week 10  Data privacy and security
Week 11  Data stewardship
Week 12  Enterprise information management
Week 13  Wrap up and review
Week 14  Students prepare their final exam
Week 15  Final exam

Grading Scheme
97-100%  A+
93-96.99%  A
90-92.99%  A-
87-89.99%  B+
83-86.99%  B
80-82.99%  B-
77-79.99%  C+
73-76.99%  C
70-72.99%  C-
67-69.99%  D+
63-66.99%  D
60-62.99%  D-
Below 60%  F

Grading Policies
All assignments are due on the dates indicated in the Course Schedule. Work submitted more than 7 days late without an acceptable excuse will be downgraded one full letter per week. Work submitted more than 7 days late without an acceptable excuse may be refused.

A grade of B indicates that the student has achieved the objectives and met the requirements for the course. A grade of "A" indicates that the student has exceeded the requirements and demonstrated a superior understanding of the principles and concepts involved. A grade of C indicates that the student has partially met the requirements, but demonstrates an incomplete understanding of the principles and concepts involved. A grade of D indicates that the work does not meet the requirements and demonstrates a lack of understanding. A grade of F indicates that the student did not meet any of the course requirements or objectives.

Final grades will be computed from the following activities
Ten class exercises & discussion (10 weeks x 3 points)  30%
Five homework assignments (5 HWs x 7 points)  35%
Midterm Exam  15%
Final Exam  20%

Description of activities that will be graded
Class Exercises & Discussions
Students are expected to participate in the weekly discussion and/or class exercises via the Moodle discussion forums. Discussion questions (or class exercises) will be posted in Week 2, 3, 4, 5, 6, 8, 9, 10, 11, and 12. Students must complete them by the designated time.

Homework assignments
There are five homework assignments that will be distributed throughout the entire semester. The homework assignments will prompt students to complete case studies, design functional programs, or create small-scale data governance projects. Further instructions will be provided on the course Moodle site.

Two exams
There are two exams with multiple-choice questions. The midterm exam will cover the contents presented to students up to Week 6. The final exam will be cumulative of the topics in the entire semester.

Expectations
LSU’s general policy states that for each credit hour, you (the student) should plan to spend at least two hours working on course related activities outside of class. Since this course is for three credit hours, you should expect to spend a minimum of six hours outside of class each week working on assignments for this course. For more information see: http://catalog.lsu.edu/content.php?catoid=12&navoid=822.

Academic Integrity
Louisiana State University adopted the Commitment to Community in 1995 to set forth guidelines for student behavior both inside and outside of the classroom. The Commitment to Community charges students to maintain high standards of academic and personal integrity. All students are expected to read and be familiar with the LSU Code of Student Conduct and Commitment to Community, found online at www.lsu.edu/saa. It is your responsibility as a student at LSU to know and understand the academic standards for our community.

Students who are suspected of violating the Code of Conduct will be referred to the office of Student Advocacy & Accountability. For undergraduate students, a first academic violation could result in a zero grade on the assignment or failing the class and disciplinary probation until graduation. For a second academic violation, the result could be suspension from LSU. For graduate students, suspension is the appropriate outcome for the first offense. The most recent version of the Code of Student Conduct is available at http://www.lsu.edu/saa

Information for Students with Disabilities
LSU policy requires a student who claims disability status to make a formal request for accommodation through the Office of Disability Services, 115 Johnston Hall, phone 225-578-5919. This office provides the necessary evaluation and recommendations to ensure full participation in the course. For more information, go to http://www.lsu.edu/disability.

LSU Student Code of Conduct
The LSU student code of conduct explains student rights, excused absences, and what is expected of student behavior. Students are expected to understand this code as described here: http://students.lsu.edu/saa/students/code. Any violations of the LSU student code will be duly reported to the Dean of Students.

Attendance
Policy Statement 22 governs what will be accepted as an excused absence in this course. A student is required to notify the instructor in advance of the deadline if the student is unable to complete the assignment by the deadline due to an excuse consistent with Policy Statement 22. In the event of an emergency, a student must notify the instructor within five days and request an extension for any missed assignments. The instructor reserves the right to request documentation before granting approval for a make-up assignment.