

University Courses & Curriculum Form Descriptions

Courses

Course Waiver Form

For extenuating circumstances, the Office of Academic Affairs may permit a new course to be added to the schedule and the catalog for one semester. This form should be used when there is insufficient time to use the normal approval channels and with appropriate justification.

Please note: The course will be available for scheduling for one semester only. To permanently add the course to the catalog, the department must submit the Add a Course Form via the normal Courses and Curriculum Approval Process.

Course Reactivation Form

This form should be used to reactivate courses that were inactivated for not being offered in more than 5 years.

The reactivation will be granted with appropriate justification and approval of the Department Chair, College Dean, and Academic Affairs. The course will be reactivated in its original form and no changes should be made to it via this form. The form should also include an updated syllabus. The Program Change Form should be submitted simultaneously to indicate how the course will be applied towards the respective degree program/curriculum.

Add a Course Form

This form should be used for creating a new course in the catalog.

Separate proposals must be submitted to create 4XXX and 5XXX course proposals. 5XXX course proposals must have at least 1 additional student learning outcome and 1 additional assignment. The Program Change Form should be submitted simultaneously to indicate how the new course will be applied towards the respective degree program/curriculum.

Course Change Form

To be used for amending an existing course in the catalog, including course status changes (deactivation, reactivation).

Separate proposals must be submitted to create 4XXX and 5XXX course proposals. Depending on the requested change, the Program Change Form should be submitted simultaneously to indicate how the change to the course will affect any other degree programs/curricula.

Programs

Add a Program

This form should be used for creating a new academic degree program/curriculum in the catalog. Prior to submitting this form, the Department must receive approval for the new program from both the University of Louisiana System and the Louisiana Board of Regents.

Add a Course forms should be submitted simultaneously for any new courses being developed and offered through the new degree program/curriculum.

Program Change

To be used for amending an existing degree program/curriculum in the catalog, including course status changes (deactivation, reactivation).

Other

Catalog Update

This process is used to update non-curricular matter within the catalog. The edit request goes directly to the Office of the Registrar for processing. If the change is for a future catalog, it will not be visible until the catalog for that year has been published.

Academic Policy Update

This process is used to propose a new academic policy or suggest a revision to current academic policy language that applies to the institution as a whole. If the change is for a future catalog, it will not be visible until the catalog for that year has been published.

The policy proposal or policy revision must be reviewed and approved by both the Faculty Senate and Academic Affairs before being published in the catalog.