

**PROPOSAL FOR CHANGE(S) TO UNIVERSITY CATALOG - LOUISIANA TECH UNIVERSITY**

(IPC: University Policy 2301 ) (GC: University Policy 2311)

Date of Proposal Preparation: _____ College: _____ School/Department/Program: _____ Effective Term: Fall _____ Winter _____ Spring _____ Summer _____ AY: _____	<b>Approval Level Required:</b> IPC: _____ Grad Council: _____ Both: _____
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**<BEFORE CONTINUING: READ INSTRUCTIONS ON REVERSE OF THIS FORM>**

**Complete PART A** - to add a new course, change an existing course, or drop an existing course. NOTE: Some course changes can be defined as minor and will not require this form. Check University Policy 2301 for guidance and/or consult with IPC or Grad Council Chair.  
**Complete PART B** - to add, change, or delete a curriculum.

**PART A: COURSE ADDITION, COURSE CHANGE, COURSE DROP**

For course change or course drop, describe present course. For course addition, provide new course information. NOTE: A replacement course number must be documented as a course drop and a course add, not as a course change.

1. Course Abbreviation: \_\_\_\_\_ Course Number: \_\_\_\_\_  
 Course Title (≤ 32 char.): \_\_\_\_\_
  2. Lab hours/week: \_\_\_\_\_ Lecture periods/week: \_\_\_\_\_ Course credit hours: \_\_\_\_\_
  3. This course is designed for the following curricula (include # of majors in each): \_\_\_\_\_
  4. Has the effect on internal school/department/program been discussed? Yes: \_\_\_ No: \_\_\_
  5. Will additional space, equipment, special library materials or any other major expense be involved? Yes: \_\_\_ No: \_\_\_
- NOTE: If any part of "5" is "Yes", attach an explanation.
6. Has this proposal been discussed w/external schools/dept./programs that require this course in their curricula? Yes: \_\_\_ No: \_\_\_

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| 7. COURSE ADDITION: _____<br>a. Will this course significantly duplicate material/content in other courses?<br>Yes: ___ No: ___ N/A: _____<br>b. Has potential duplication been discussed with other school or dept. or program heads?<br>Yes: ___ No: ___ N/A: _____<br>c. On a separate page, provide a formal Catalog Course Description and the course syllabus.<br>d. Proposed course number verified by Registrar: _____<br>Date: _____ | 8. COURSE CHANGE: _____<br>a. On a separate page, provide the present and proposed formal Catalog Course Description(s) in side-by-side columns.<br>b. Describe reason(s) for the change (use separate page if needed): _____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ | 9. COURSE DROP: _____<br>a. Why is there no longer a need for this course? _____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____<br>_____ |
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**PART B: CURRICULUM, MINOR, OR CONCENTRATION**

1. Name of Curriculum, Concentration, or Minor: \_\_\_\_\_  
New Addition: Prepare proposal in accordance with Board of Regents requirements and attach to this form.  
Change to Existing: On a separate sheet, list in two columns labeled "Present" and "Proposed" the curriculum, concentration, or minor as published in the present Catalog and the proposed curriculum, concentration, or minor in the right column. Designate all changes in **boldface type** so that the changes are easily identified. Show total hours required for the present and proposed curricula.
2. Courses added from outside of school/department/program have been coordinated & approved:  
 School/Department/Program Head: \_\_\_\_\_ Date: \_\_\_\_\_

_____ School/Department/Program Head	_____ Date	_____ Chair of IPC	_____ Date
_____ Assoc. Dean Undergraduate Studies (for IPC)	_____ Date	_____ Chair of Graduate Council	_____ Date
_____ Assoc. Dean Graduate Studies (for GC)	_____ Date	_____ Vice President for Academic Affairs	_____ Date
_____ Dean of College	_____ Date	_____ President	_____ Date

**DEADLINES:**

<b>PROPOSALS APPROVED @ IPC/GC MEETINGS:</b>	<b>BECOME EFFECTIVE:</b>
January – April	Summer/Fall Quarter
May – September	Winter Quarter
October – December	Spring Quarter

**PROPOSAL PROCESS:**

1. Process all proposals through your appropriate college areas first, obtaining approval signatures from your school/department/program head, your Associate Dean for Undergraduate Studies (undergraduate credit), your Associate Dean for Graduate Studies (courses for graduate credit), and your college dean.
  
2. 100-300 Level Course Proposals and Undergraduate Curricula, Concentrations, Minors
  - a. Send signed originals to the Office of Academic Affairs one week prior to regular meeting of the Instructional Policies Committee (IPC) held on the second Tuesday of each month.
  
3. 400-Level Course Proposals
  - a. Addition of new 400-level courses for undergraduate credit only: Follow above procedure for 100-300 level courses.
  
  - b. Addition of new 400-level courses seeking both undergraduate and graduate credit:
    - i. Follow above procedure for approval by the IPC.
    - ii. Upon approval by the IPC, follow the procedure below for approval by the Graduate Council.
  
4. 500-Level and Above (Graduate Level) Course Proposals and Graduate Curricula
  - a. Send signed originals to the Graduate School for presentation at the Graduate Council.
  
  - b. Proposals must be received approximately one week before Graduate Council meetings. Check with the Graduate School for deadlines.

All proposals approved by the IPC and/or Graduate Council are submitted to the Council of Academic Deans (CADs) and then to the President for final approval to implement.