

## INSTRUCTIONS FOR COURSE DELETION, ADDITION, OR CHANGE REQUEST FORM

If you wish to add, delete, or change a course listed in the University's *Undergraduate Catalog* or *Graduate Catalog*, you should complete the "Course Deletion, Addition, or Change Request" form. That form is available from the Office of Academic Planning and Faculty Development and online at <http://www.louisiana.edu/Academic/PlanDev>.

### I. General Instructions

- A. All course additions, deletions, and changes require the approval of the departmental and college curriculum committees, if there are any, as well as the approval of the department head and dean.
- B. Forms for courses numbered from 000 to 499 are sent to the Undergraduate Curriculum Committee, and those numbered 4XX(G) through 899 are sent to the Graduate School. If a request is to drop the graduate designation from an existing 4XX(G) course, that request should be sent to the Undergraduate Curriculum Committee.

### II. Completing the Form

- A. The form consists of four large text boxes, two on each side. These are labeled Parts I, II, III, and IV.
- B. **Part I** contains four blanks you can check to indicate the nature of your request. Check the appropriate blank, and indicate the course prefix, number, and title of the course. Also indicate in Part I the semester and year the change is to take effect, as well as other courses, if any, for which this course is a pre-requisite.
  - 1. For a simple **course deletion**, you need do nothing more than complete the appropriate blanks in Part I. The form is then ready for submission.
  - 2. For a **course change in an existing course** (e.g., in a title or description or pre-requisite), complete the appropriate blanks in the text box and move to Part III on page two.
  - 3. For a **course addition**, complete the appropriate blanks in Part I and move to Part II.
- C. **Part II** should be completed only if a new course will be added to the University's course offerings.
  - 1. The first question asks that you enter the description of the new course exactly as it will appear in the *Bulletin* or catalog. For guidance in writing the *Catalog* entry, see the "Course Style Guidelines" available online at <http://www.louisiana.edu/Academic/PlanDev>.
  - 2. The course title abbreviation is the form the course title will take when it appears in the *Schedule of Classes* published by the Registrar each semester and on the student's transcript.
- D. **Part III** should be completed if any change is to be made to an existing course.
  - 1. In the first part of this section, you should check the blank(s) indicating the change(s) you are making to the course. The "prefix" is the three or four letter code for the department or subject of the course (e.g. PETE for Petroleum Engineering or INDS for Interior Design). "Pre/Co Reqs" are pre-requisites or co-requisites (e.g., other courses or a certain academic status) that must be completed either before (for pre-) or simultaneously with (for co-) the course in question. "Instruction Type" refers to the pedagogical format of the course (e.g., lecture, lab, practicum, independent study, etc.). Further information about these terms is available in the "Course Style Guidelines" online at <http://www.louisiana.edu/Academic/PlanDev>.
  - 2. In this section you must also enter the course description both in its current or existing form and in its new or proposed form.
- E. **Part IV** provides spaces for the signatures of those who must approve the proposal. Different types of proposals require different signatures, as indicated in the next section of this document, Section III, "Routing this Form."

### III Routing the Form

- A. The Undergraduate Curriculum Committee, a standing University committee that reports to the Vice President for Academic Affairs, reviews all course additions, deletions, and changes for courses numbered 000 - 499 (without the “G” designation). After obtaining the signatures of your department head and dean, you should **send the original and eight copies of the form to the Undergraduate Curriculum Committee chair**. A 4XX(G) course for which you are removing the “G” designation should be routed to the Undergraduate Curriculum Committee chair as well. The following diagram indicates the processing/approval route for this type of form:

*Department Head → Dean → UG Curriculum Committee → Academic Planning & Faculty Development → VP Academic Affairs → President (additions only) → Registrar → Academic Planning & Faculty Development*

- B. The Graduate Curriculum Committee, a standing subcommittee of the Graduate Council that reports to the Dean of the Graduate School, reviews all course additions, deletions, and changes for courses numbered 4XX(G) - 899. After obtaining the signatures of your department head and dean, you should **send the form for this type of course, along with six copies, to the Graduate Office** (Martin Hall 332). The following diagram indicates the processing/approval route for this type of form:

*Department Head → Dean → Graduate Curriculum Committee → Graduate Council → Academic Planning & Faculty Development → VP Academic Affairs → President (additions only) → Registrar → Academic Planning & Faculty Development*

- C. Requests to expedite the processing of the form because of an “emergency” situation should be made to the relevant committee chair.

### IV. Department Audit Sheets.

The Office of Academic Planning and Faculty Development maintains course audit sheets for each department which track all changes in the total credit hours of the department’s course offerings. As a general rule, no department may offer more credit hours of courses than it offered in 1990. The policy was adopted by the University President as a means of controlling academic program growth. You can obtain a copy of your departmental audit by contacting the Office of Academic Planning and Faculty Development (482-5308).