

POLICY STATEMENT 45 COURSES AND CURRICULA

POLICY DIGEST

Monitoring Unit: Office of Academic Affairs
Initially Issued: 1978
Last Revised:
Committee.

II. ABBREVIATIONS & DEFINITIONS

A. Abbreviations

BoR	Board of Regents
BoS	Board of Supervisors
EVPP	Executive Vice President & Provost
FSCCC	Faculty Senate Courses & Curricula Committee
OAA	Office of Academic Affairs
OIE	Office of Institutional Effectiveness
OUR	Office of the University Registrar
SACSCOC	Southern Association of Colleges & Schools Commission on Colleges

B

Degree Program: A grouping of campus-approved courses and requirements that, when satisfactorily completed by a student, will entitle the student to a degree from a public institution of higher education.

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

Internship: a paid or unpaid learning experience that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships are typically one-time work or service experiences related to a student's major or career goal. The internship plan generally involves a student working in a professional setting under the supervision and monitoring of practicing professionals and faculty.

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

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

Lower-level Courses: courses that are at the 1000- and 2000-levels.

Major: part of a degree program which consists of a specified group of courses in a particular discipline or field, usually consisting of 25% or more of total hours required in an undergraduate curriculum.

Minor: part of a degree program which consists of a specified group of courses in a particular discipline or field, usually consisting of 15% or more of total hours required in an undergraduate curriculum.

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.

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

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..

Upper-level Courses: courses that are at the 3000--

Provost (EVPP) 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.

2. Membership

The FSCCC shall be composed of the following members:

- a. At least one (but no more than two) experienced* faculty member(s) from each college or school (not included in a college);
- b. one undergraduate student;
- c. one graduate student;
- d. one non-voting, *ex-officio* representative from OAA;
- e. one non-voting, *ex-officio* representative from the

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-

Approved requests are posted to the OUR's website. New courses, when approved, will be considered for inclusion into the Louisiana Common Course Numbering system. All actions involving individual courses are handled at the campus level.

2. Guidelines & Standard Statements for Course Descriptions

a. Course Levels:

Standard Statements:

Also offered as.... (Cross-listed course—parent department)

See also.... (Cross-listed course)

An honors course,...., is also available.

Same as.... (Honors course; cross-listed course)

Same as...., with special honors emphasis for qualified students.

- d. Laboratory/Studio/Recitation. When a course consists entirely or partly of laboratory, studio, or recitation, that fact is stated in the description. *When not otherwise specified*, the course consists entirely of lectures.

Standard Statements:

2 hrs. lecture; 3 hrs. lab. (lecture/lab courses)

2 hrs. lecture; 1 hr. recitation. (lecture/recitation courses)

12 hrs. lab. (laboratory courses)

6 hrs. studio. (studio courses)

- e. Semester Designations. Listing of a course in the catalog does not necessarily

differential expectations except when expectations go beyond those already established in differential institutional definitions of good standing.

When **instructors have different requirements for undergraduate students and graduate students** (e.g., longer papers and more readings for the latter), those requirements must be stated clearly

After approval by the Board of Regents, the Office of Academic Affairs alerts the department and college/school to begin implementation and distributes official paperwork to be archived by OUR.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

C. Approval Procedures for Changing or Terminating an Existing Undergraduate Curriculum (see **Appendix B and D**)

1. To change or terminate an existing undergraduate curriculum, the department should submit a Form D and a BoR Request to Terminate an Academic Degree Program, if applicable. The completed forms must be routed through the following channels for final approval:
 - a. Departmental faculty;
 - b. Department chair;
 - c. College courses and curricula committee;
 - d. College dean;
 - i. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, the proposal is returned to the department. If approved, it is forwarded to the OUR.
 - e. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - ii. The department, when replying, should submit the documents to OUR.
 - f. OAA/EVPP, through OUR, for approval;
 - g. OIE, via OAA/EVPP, to facilitate SACSCOC substantive change notification/approval, if required;
 - i. For program terminations, a teach-out plan (See Form D) must be routed to OIE for SACSCOC approval in advance of implementation.
 - h. President;
 - i. BoS; and
 - j. BoR.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

D. Approval Procedures for Establishing, Changing, Suspending, or Terminating an Undergraduate Concentration or Minor (see **Appendix B**)

1. To establish, change, suspend, or terminate an undergraduate concentration or minor, the department should submit to the dean a Form E or F, respectively. The completed form must be routed through the following channels for final approval:

- a. Departmental faculty;
- b. Department chair;
- c. College courses and curricula committee;
- d. College dean;
 - i. 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 OUR.
- e. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - ii. The department, when replying, should submit the documents to OUR.
- f. OAA/EVPP, through OUR, for final approval.

Departments requesting the reactivation of a suspended concentration or minor should submit a completed Form E or F to the FSCCC.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

E. Approval Procedures for Establishing a New Graduate Curriculum (see **Appendix C and D**)

The BoR holds final approval authority for all proposed degree programs. After clearing all university review bodies, Proposals for New Graduate Programs must be submitted, through the BoS, to the BoR for review and approval.

Requests that involve establishing a new graduate degree program

- e. Dean of the Graduate School;
- f. Graduate Council;
- g. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all proposals. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - ii. The department, when replying, should submit the documents to OUR.
- h. OAA/EVPP, through OUR, for approval;
- i. OIE, via OAA/EVPP, to facilitate SACSCOC substantive change notification/approval, if required;
- j. President;
- k. LSU Executive Graduate Council, which includes representation from all LSU campuses, facilitated by the EVPP;
- l. BoS; and
- a. BoR . Prior to placement on the BoR agenda, the Regents will circulate the Proposal to the Statewide Council of Chief Academic Officers for review and facilitate an external review.

Note: Approved requests are posted to the OUR's website and will remain there until they are included in the next edition of the *LSU General Catalog*.

F. Approval Procedures for Changing or Terminating an Existing Graduate Curriculum (see **Appendix C and D**)

1. To change or terminate an existing graduate curriculum, the department should submit a Form D and a BoR Request to Terminate an Academic Degree Program, if applicable. The completed forms must be routed through the following channels for final approval:
 - a. Departmental faculty;
 - b. Department chair;
 - c. College courses and curricula committee;
 - d. College dean;
 - i. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, the proposal is returned to the department. If approved, it is forwarded to the Graduate School by the dean.
 - e. Dean of the Graduate School;
 - i. The dean may grant administrative approval of minor changes and inform the college dean, department, and FSCCC;
 - ii. More significant changes require additional approvals.
 - f. Graduate Council;
 - g. FSCCC, through OUR;
 - i. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department

through the dean's office with a memo from the FSCCC chair requesting the information.

- ii. The department, when replying, should submit the documents to OUR
- h. OAA/EVPP,

- o. College courses and curricula committee;
 - p. College dean;
 - ii. The dean may review the proposal and make a positive or negative recommendation to the college courses and curricula committee. If the proposal is not approved by the college courses and curricula committee, the proposal is returned to the department. If approved, undergraduate certificates are forwarded to the FSCCC, and graduate certificates are forwarded to the Graduate School by the dean
 - q. Dean of the Graduate School, if applicable;
 - r. Graduate Council, if applicable;
 - s. FSCCC, through OUR;
 - iii. The FSCCC will approve, reject, or conditionally approve, pending receipt of additional information or modifications, all requests. If the committee requests additional information, all forms are returned to the department through the dean's office with a memo from the FSCCC chair requesting the information.
 - iv. The department, when replying, should submit the documents to OUR
 - t. OAA/EVPP, through OUR, for approval;
 - u. OIE to facilitate SACSCOC notification/approval, if required;
 - i. For certificate terminations, a teach-out plan (see Form G) must be routed to OIE for SACSCOC approval in advance of implementation.
 - v. President;
 - w. BoS; and
 - x. BoR.
- I. Approval Procedures for Establishing a New Method of Delivery (see **Appendix D**)
When a department/school seeks

V. APPEALS

Departments may appeal decisions made by the FSCCC. 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.

Departments may also appeal recommendations made by the Graduate Council. If the appeal is

[Form E: Request for Adding/Changing/Dropping a Graduate Concentration](#)

[Form F: Request for Adding/Changing/Dropping a Graduate Minor](#)

[Form G: Request for Adding/Changing/Dropping a Certificate](#)

D. Board of Regents Forms

[Degree Program Proposal](#)

[Degree Program Proposal Budget Form](#)

[Request to Terminate an Academic Degree Program or Administrative/Research Unit](#)

[Delivery of Degree Programs through Distance Education Technology](#)