

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

Date of Proposal Preparation: _____

COLLEGE: _____ DEPT: _____

APPROVAL REQUIRED: **IPC** **Graduate Council** **Both**

Before continuing, please read instructions on reverse of this form.

EFFECTIVE DATE: Check appropriate quarter: F W Sp Su AY _____

Has this proposal been approved by the responsible College prior to submission to IPC and/or Graduate Council?..... Yes No
Will this proposal affect teacher certification? Yes No

If yes, proposal approved by Teacher Education Council: _____
Chair Signature Date

If this is a **course** proposal, continue with **Parts A & B.** For a **curriculum change**, go to **Part C.** Note:
Certain changes may be "editorial" and not need this form. Check with the IPC or Graduate Council Chair.

<p>PART A: For change or drop, describe present course; for addition, provide new information. (Note: a replacement course number must be treated as a drop and add, not as a change.)</p> <p>1. Course descriptor, number, and title: _____</p> <p>2. Laboratory hours per week: _____ Lecture periods per week: _____ Hours of Credit: _____</p> <p>3. This course is designed for the following curricula (include number of majors in each): _____</p>		
<p>PART B: Possible effects of course addition or change:</p> <p>4. Has the effect on department been discussed? Yes No</p> <p>5. Will additional space, equipment, special library materials or any other major expense be involved? Yes No</p> <p>Note: If any part of "5" is yes, attach an explanation.</p> <p>6. If applicable, has this proposal been discussed with other departments who require the course in their curricula? Yes No</p>		
<p>COURSE ADDITION: YES</p> <p>1a. To what extent will this course duplicate material in other courses? Significant Duplication No Duplication (If significant, identify courses & explain.)</p> <p>1b. Has potential duplication been discussed with other unit heads? Yes No</p> <p>2. <i>On a separate sheet, give a formal Catalog statement and syllabus of the subject matter.</i></p> <p>3. Proposed course number verified by Registrar: _____ Date: _____</p>	<p>COURSE CHANGE: YES</p> <p>1. Current course listing on page _____ of the current <i>Catalog</i>.</p> <p>2. <i>On a separate sheet, list present and proposed course descriptions using formal Catalog format in side-by-side columns.</i></p> <p>3. Reason for the change (use separate sheet if necessary):</p>	<p>COURSE DROP: YES</p> <p>Why is there no longer a need for this course?</p>
<p>PART C: CURRICULUM, CONCENTRATION, OR MINOR ***Courses added from outside of Dept. have been coordinated & approved. Dept. Head _____ Date _____</p> <p>1. Name of curriculum, concentration, or minor: _____</p> <p>2. Addition: Prepare proposal in accordance with Board of Supervisors and attach to this form.</p> <p>3. Change: On a separate sheet, list in two columns labeled "Present" and "Proposed" the curriculum, concentration, or minor as presented in the <i>Catalog</i> and designate the courses to be removed from the curriculum, concentration, or minor and the courses to be added to the curriculum, concentration, or minor by boldface type. Show total hours required for the present and proposed curricula.</p>		

_____ Date _____ School/Department Head	_____ Date _____ Chair of IPC
_____ Date _____ Assoc. Dean of Undergrad. Studies (for IPC)	_____ Date _____ Chair of Graduate Council
_____ Date _____ Assoc. Dean of Grad. Studies (for Grad. Council)	_____ Date _____ Vice President for Academic Affairs
_____ Date _____ Dean of the College	_____ Date _____ President

PROPOSAL PROCESS:

1. Process all proposals first through your appropriate college areas, obtaining approval signatures from your department or unit head, your Associate Dean of Undergraduate Studies (undergraduate credit), your college Associate Dean of Graduate Studies (courses for graduate credit only), and your dean.
2. 100-300 Level Course Proposals and Undergraduate Curricula, Options, or Minors
 - a. Send originals to the Office of Academic Affairs one week prior to regular meeting of the Instructional Policies Committee (IPC) held on the 2nd Tuesday of each month.
 - b.

<u>Proposals approved at IPC meetings</u>	<u>become effective</u>
January-April	Summer/Fall Quarter
May-September	Winter Quarter
October-December	Spring Quarter
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 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.