GUIDELINES FOR CURRICULUM REVISION
(revised September 9, 2014)

1) Discuss any curriculum changes within your department and have those changes approved prior to proceeding to the next steps.

2) **Provost Pre-Approval:** To ensure that proposals do not violate any relevant existing Board and/or University policies, a brief written description of any proposal involving the following must be reviewed and pre-approved by the relevant department head, dean and Provost prior to submission of the official curriculum, course, or catalogue entry forms:

- Any proposal affecting policy (e.g., degree program progression policy; graduate program admission policy—GRE requirements, undergraduate GPA requirement, etc.)
- New degree program request (requires Board of Supervisors and Board of Regents approval)
- New minor request
- New concentration request
- Change in number of hours required for a major, minor, or concentration

This is designed to ensure that proposals that go through the entire official curriculum review process are at least in compliance with relevant existing Board and/or University policies:

- University of Louisiana System
- Louisiana Board of Regents
- Southeastern Louisiana University Faculty Handbook

Chain-of-command will be followed for the pre-approval process by submitting an email from: Departmental curriculum chair → Department Head → Dean → Provost → Dean → Department Head → Department curriculum chair. The approval email from the Provost MUST be attached to the original curriculum change document.

3) **ALL** proposals submitted should follow Board of Regents guidelines for degree, major, minor, concentration, etc.: [http://regentsfiles.org/index.cfm?md=pagebuilder&tmp=home&pid=125](http://regentsfiles.org/index.cfm?md=pagebuilder&tmp=home&pid=125)

4) For proposals **NOT** affecting policy, the Provost does NOT have to be contacted.

5) Go to the UCC website and scroll to the bottom to find the appropriate form ("Request for a New Course" or "Request for Change in Existing Course" or "Request to Delete a Course" or "Request for Change in Catalogue Entry"). The form is expandable so you can type the needed information on the screen and save and/or print out. **Do not attach a syllabus for a new course—the information should be included on the form. Include a copy of the catalogue page being affected showing the changes being made.**

6) For proposals requiring a new course number, call or email Sheri Silvers (x2889) ([ssilvers@selu.edu](mailto:ssilvers@selu.edu)). In your request please indicate the appropriate level (100-, 200-, 300-, 400- level, etc.) and course prefix in order to get the next available number (numbers used previously are not reusable). **If you are changing the credit hours for a course, you MUST get a new course number. New courses without a number will be returned to the department.**

7) Have the chair of your Departmental Curriculum Committee and Department Head sign the forms. **If this is a new course, the Department Head MUST include the CIP code prior to proceeding. Proposals without CIP codes will be sent back.** (CIP code site: [http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55](http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55))

8) Send your proposals to the chair of your college committee in the manner required by your particular college committee and request the proposal to be added to the agenda. **Attend the meeting.**
9) If the proposal involves changes to an education curriculum, you must contact the Chair of the Council for Teacher Education, Dr. Ellen Ratcliff (x2220), for instructions and ask that your proposal be added to the agenda of the next meeting. Attend the meeting.

10) If the proposal involves a graduate course or curriculum, contact the chair, Dr. Ziba Rashidian (x5780), for instructions and ask that your proposal be added to the agenda for the next meeting. Attend the meeting.

11) If approved by all of the committees listed above, make 16 copies on white paper and deliver the copies and the original colored form with all the signatures to Sheri Silvers in Dyson Hall Room 124, and ask that your items be placed on the agenda of the next University Curriculum Council meeting. Your proposals must be complete including information in the appropriate fields, all signatures and appropriate attachments as described in step 5 above otherwise the proposals will be returned to the Department. Deadline for proposal submission is ten calendar days before the meeting.

12) Attend the University Curriculum Council Meeting. If the proposal originated with another faculty member in your department, it is wise to ask that faculty member to attend the meeting in case the council has questions. If no one is present to discuss the proposal, it will be tabled to the next meeting. UCC meetings are the last Monday of each month at 2PM (Sept, Oct, Nov, Feb, Mar, Apr) in the Dyson Hall conference room (August, December and May times should be held for emergency meetings).

13) Once reviewed by the UCC, the proposal will be recommended for approval or denied (the Provost has final approval/denial over all proposals). If recommended for approval, the proposal will be routed to the Provost for final approval. If denied, the proposal may need to be reworked and the approval process started again. The only options for proposals at the UCC level are “approved”, “denied”, “tabled” or “withdrawn”. No proposals will be “approved pending”.

14) Curriculum questions should be sent to curriculum@selu.edu

University Curriculum Council/Catalogue Deadline
The November meeting of each year is the deadline for curriculum changes to be in the next academic year catalogue. In order for a proposal to be published in the next year’s catalog, it must pass through all other committees and councils BEFORE November and be delivered to Sheri Silvers by the deadline for the November meeting.

Editorial changes:
Requests for editorial changes will be included on each meeting agenda so that areas that may be affected by the change can be notified and so that we have proper documentation of such changes. Also, it is reasonable that some editorial changes may need to be discussed by the committee. By including all requests on the agenda, the opportunity for review by the council is available. (Editorial changes include, but are not limited to, spelling errors, grammatical errors, course title mistakes, reference to a previously deleted course, etc. Any questions as to whether something is editorial should be directed to the UCC chair or AVP for Academic Programs.)
Time Investment statement:
In order to be compliant with SACS Federal Requirement 4.9, all new course proposals and existing course change proposals must be accompanied by a time investment statement that describes the average time required by a student both in and outside of class. Time requirements should be compliant with the Credit Hour Policy adopted by Southeastern in July 2013. Below is a sample, it will NOT be applicable to all courses. The submitter should include the appropriate information for the course in the proposal.

This is a 3 credit hour course that is intended to meet face-to-face during the course of a typical 15 week semester. The approximate time requirement is a 2:1 ratio between out-of-class and in-class activities for a total of approximately 112.5 hours. Instructors of this course understand that they should strive to reach this target.

In-class activities: (2 days per week at 75 minutes for 15 weeks that may or may not include final exam time) 37.5 - 39.5 hours
- Required readings: xxxxx hours
- Homework time: xxxxx hours
- Mid-term take home exam: xxxxx hours
- Final paper and oral presentation for course: xxxxx hours
- Preparation time for final exam: xxxxx hours

Total: xxxxx hours