



SOUTHEASTERN LOUISIANA UNIVERSITY

GUIDELINES FOR CURRICULUM REVISION

(revised October, 2022)

The curriculum review process is designed to ensure the integrity of curricula and credit-bearing courses offered by Southeastern. The review of curriculum, catalog, and course change proposals at various levels from program faculty through the Provost ensures that we adhere to relevant University, University of Louisiana System, and Louisiana Board of Regents policies as well as relevant SACSCOC principles of accreditation. The review process includes but is not necessarily limited to consideration of the appropriateness of academic terms, program length, program/course content, course level, course sequencing, prerequisites/corequisites, and amount of course credit to be granted.

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 catalog 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

The Provost Pre-Approval 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 Policies and Procedures](#)

Chain-of-command will be followed for the pre-approval process by submitting an email from:

Department/Program curriculum chair→Department Head→Dean→Provost→Dean→Department

Head→Department/Program curriculum chair. **The approval email from the Provost MUST be attached to the original curriculum change document when submitted to the University Curriculum Council.**

3) **ALL** proposals must comply with relevant University of Louisiana System and Louisiana Board of Regents rules and policies regarding academic programs. Commonly applicable rules and policies are:

- BoR Academic Affairs Policy 2.11: Approved Academic Terms and Degree Designations (<https://www.laregents.edu/wp-content/uploads/2021/11/AA2.11-udpated-11-19-2021.pdf>) – defines terms such as major, minor, concentration and option.
- BoR Academic Affairs Policy 2.15: Definitions of Undergraduate/Graduate Certificates and Undergraduate Degrees (<https://www.laregents.edu/wp-content/uploads/2019/03/AA2.15-apprFeb2019.pdf>) - stipulates length of programs.
- UL System Bylaws and Rules stipulating length of graduate programs (https://s25260.pcdn.co/wp-content/uploads/2017/11/Chpt_2_XI_Requirements_for_Master_Degrees.pdf) (Undergraduate and Certificate Program lengths are the same as stipulated in BoR Academic Affairs Policy 2.15).

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 Catalog Entry" or "Request for Change in Program Mission"). The form is expandable so you can type the needed information on the screen and save and/or print. **Do not attach a syllabus for a new course--the information should be included on the form. Include a copy of the catalog page being affected clearly showing the changes being made.**

6) For proposals requiring a new course number, contact [Dr. Jeffrey Temple](#) (x5650). 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) In the event that a new concentration or minor is being created or an existing concentration or minor is being changed, additional forms are required to ensure that (1) Board of Regents definitions are being met and (2) that the creation or changing of a concentration or minor does not constitute a significant departure, requiring a substantive change approval by SACSCOC. There are three forms available. The appropriate form should be completed and attached to the relevant "Request for Change in Catalog Entry" form:

- Creating a new or modifying an existing undergraduate concentration
- Creating a new or modifying an existing graduate concentration
- Creating a new or modifying an existing minor

8) Have the chair of your Department/Program Curriculum Committee and Department Head sign the forms.

9) 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.**

NOTE: Once the dean signs your proposal, if you have completed a form from step 7, you must send the electronic version of this form to [Dr. Alexandra Anderson](#), Director of Assessment and Accreditation, for her review. **It is imperative that you send the original Word document to Dr. Anderson. DO NOT convert the form to a PDF and send.** If you have questions while completing either a concentration or minor form, contact Dr. Anderson at alexandra.anderson@southeastern.edu.

10) If the proposal involves changes to an education curriculum, you must contact the Chair of the Council for Teacher Education, [Dr. Paula Calderon](#) (x2217), for instructions and ask that your proposal be added to the agenda of the next meeting. **Attend the meeting.**

11) If the proposal involves a graduate course or curriculum, contact the chair of the Graduate Council, [Dr. John Boulahanis](#) (x2610), for instructions and ask that your proposal be added to the agenda for the next meeting. **Attend the meeting.**

12) If approved by all of the committees listed above, email proposals to curriculum@southeastern.edu, 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 steps 5 and 7 above otherwise the proposals will be returned to the Department. Deadline for proposal submission is ten (10) calendar days before the meeting.**

13) **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) *via* Google Meet (August, December, January and May times should be held for emergency meetings).

14) 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”.**

15) Actions of the University Curriculum Council and the Provost may be found on the Provost’s website [here](#).

16) Curriculum questions should be sent to curriculum@southeastern.edu

University Curriculum Council/Catalog Deadline

The February meeting each year is the deadline for curriculum changes to appear in both the online and print catalogs for the next academic year. In order for a proposal to be published in the next year's catalog, it must pass through all other committees and councils **BEFORE** February and be delivered to curriculum@southeastern.edu by the deadline for the February UCC meeting.

- For the College of Arts, Humanities and Social Sciences, College of Business, and College of Education the deadline to submit proposals for changes to the 2023-2024 University General Catalog is January 20. Proposals will be considered at the January 30, 2023 University Curriculum Council meeting.
- For the Honors, Library, College of Nursing and Health Sciences, College of Science and Technology and Center for Student Excellence the deadline to submit proposals for changes to the 2023-2024 University General Catalog is February 24. Proposals will be considered at the March 6, 2023 University Curriculum Council meeting.

Editorial changes:

Requests for editorial changes should be submitted to either the UCC chair, [Dr. Tim Hudson](#), or the Assistant Vice President for Academic Programs, [Dr. Jeffrey Temple](#), via email. **Editorial changes include, but are not limited to, spelling errors, grammatical errors, course title mistakes, reference to a previously deleted course, a change to existing semester offering, etc. Any questions as to whether something is editorial should be directed to the UCC chair or AVP for Academic Programs.**

Time Investment statement:

To ensure compliance with Southeastern’s [Credit Hour Policy](#) and relevant SACSCOC policy, 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](#). 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 minimally 112.5 hours. Instructors of this course understand that they should strive to reach, **as a minimum**, this target for a 3 credit-hour course.

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

Total: xxxxx hours