



SOUTHEASTERN LOUISIANA UNIVERSITY

GUIDELINES FOR CURRICULUM REVISION

(revised March, 2026)

Southeastern's 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 Academic Affairs ensures that Southeastern adheres 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, anticipated enrollments, prerequisites/corequisites and the amount of course credit to be granted.

1. The curriculum review process is managed in [Curriculog](#). Faculty submitting curriculum changes within an academic department should discuss such changes with the department head and have those changes appropriately entered into Curriculog via the approved departmental curriculum chair, or appointee. It is incumbent on the departmental curriculum chair, department head and dean to ensure that appropriate Board of Regents, University of Louisiana and Southeastern policies are being followed. Proposals that do not follow these guidelines may be returned to the submitter or deleted from the system.
2. **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:
 - a. [UL System Bylaws and Rules](#) stipulating length of graduate programs (Undergraduate and Certificate Program lengths are the same as stipulated in BoR Academic Affairs Policy 2.15).
 - b. [BoR Academic Affairs Policy 2.11](#): Approved Academic Terms and Degree Designations – defines terms such as major, minor, concentration and option.
 - c. [BoR Academic Affairs Policy 2.15](#): Definitions of Undergraduate/Graduate Certificates and Undergraduate Degrees - stipulates length of programs.
 - d. [Southeastern Louisiana University Policies](#)
3. For additional resources for the curriculum review process and information regarding Curriculog, please see the [Curriculum Review website](#). There are 7 approval processes that can be utilized in the curriculum review process: Creating a New Course, Changing an Existing Course, and Deleting a Course; Creating a new Program, Changing an Existing Program, Deleting a Program; and a Miscellaneous request for everything else.
4. For proposals requiring a new course number, please see [this file](#). It contains all active and inactive course numbers that are being utilized in Workday. Numbers that are inactive are not reusable and new course numbers may not end in 7 as those are reserved for Honors. **If you are changing the credit hours for a course, you MUST get a new course number. If you need a new course subject (prefix), contact [Dr. Jeffrey Temple](#). You will need to do this before you can submit the request in Curriculog.**

5. 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. These forms are available on the [Curriculum Change website](#). Additionally, you may reach out to [Dr. Alexandra Anderson](#). The appropriate approved form will need to be attached to the proposal in Curriculog.
6. The Curriculog system has an internal workflow and will send your curriculum change proposal from the department level to the college level and finally to the university level. Depending on how the questions are answered within the proposal, additional committees of review may include:
 - a. If the proposal involves the creation of or change to a General Education course, the proposal will be routed to the General Education Assessment & Innovation Committee. Please contact [Dr. Claire Procopio](#) for any additional instructions.
 - b. If the proposal involves the creation of or changes to an education curriculum, it will be routed to the Council for Teacher Education. Please contact [Dr. Paula Calderon](#) for any additional information.
 - c. If the proposal involves the creation of or changes to either graduate courses or curriculum, it will be routed to the Graduate Council. Please contact [Dr. John Boulahanis](#) for any additional information.
7. In order for your proposal to be reviewed at a University Curriculum Council meeting, it must be fully approved up to the University Curriculum Committee level by the meeting deadline, which is 8 calendar days before the published meeting date. University Curriculum Council meeting dates and deadlines are posted on the [Curriculum Review website](#) and published on the main page of Curriculog. Questions regarding your submission may be sent to curriculum@southeastern.edu.
8. **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](#) (Aug, Sept, Oct, Nov, Mar, Apr) In Dyson Hall room 116.
9. Once reviewed by the UCC, the proposal will be recommended for approval or denied (*Academic Affairs has final approval/denial over all curriculum changes*). If recommended for approval, the proposal will be routed to Academic Affairs for final approval. If denied, the proposal will be sent back to the originator to be reworked and the approval process started again. **The only options for proposals at the UCC level are “approved”, “denied”, “tabled” or “withdrawn”.**
10. Actions of the University Curriculum Council and Academic Affairs can be found on the [Curriculum Review website](#).
11. Curriculum questions may be sent to curriculum@southeastern.edu at any time during the curriculum review process.

Catalog Cycle/Deadline

The cycle for changes to the next academic year’s catalog runs from March through November. The November University Curriculum Council meeting each year is the deadline for curriculum changes to appear in the catalog 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 and be fully approved in Curriculog **BY** the November UCC [meeting deadline](#). After the November UCC meeting, Curriculog will be shut down until the start of the next review cycle beginning March 1.

Editorial changes:

Requests for editorial changes should be submitted to curriculum@southeastern.edu. 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.*

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