

2026-2027 Request for New Course Course

Instructions, Proposal Route & Summary



****Read before you begin****

Work on the Proposal

- FILL IN all fields required marked with an *.
- Edit fields by clicking on the text in the field.
- Upload supporting documentation by clicking the paperclip icon in the right-side menu to access the Files Tab.
- LAUNCH proposal by clicking Validate and Launch at the top or bottom of the proposal. If all required fields are completed, the proposal will launch into the workflow.
- Once the proposal has been launched, follow the steps to approve the proposal.

Review Proposal

- View changes to the proposal by clicking the Discussion tab using the chat icon in the right-side menu and selecting "Show current with markup" on the User Tracking dropdown.
- View current comments concerning this proposal by clicking the Discussion tab using the chat icon in the right-side menu.
- View the history of the proposal by clicking the Workflow Status tab using the bullet list icon in the right-side menu.
- View the files associated with the proposal by clicking the paperclip icon in the right-side menu to access the Files tab.

Approve

- **Comment** on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- **Make a decision** (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

Do you intend for this course to fulfill a General Education requirement?*

- ☐ Yes
☐ No

← "Trigger" question for Gen Ed routing/approval.

Selecting yes will route the proposal to the General Education Assessment & Innovation Committee.

Council for Teacher Education approval needed?

- ☐ Yes
☐ No

← "Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If the answer to any of these is Yes, answer the question with 'Yes' and the proposal will be routed to the Council for Teacher Education.

Proposal Summary

Request Summary (used to create UCC agendaone or two sentences only):*

← Information will be used for agenda.

Will this course appear in the course requirements for any graduate degree program? *

- ☐ Yes
☐ No

← "Trigger" question for Grad Council routing/approval.

Selecting yes will route the proposal to the Graduate Council.

If yes to either, please list the degree program(s) here:

General Catalog Information



Hierarchy Owner*

Which department owns the course?

Prefix*

If new prefix, AVP for Academic Programs will have to create for you.

Code*

4-Digit course number

Course Type

Full name of course prefix. Will auto-populate.

Instructional Format

Select the course component(s) that match the new course.

Name*

Full course title.

Credit Hour(s)

Description*

Descriptive part of description only. Do not include prerequisites, credit hours, terms offered, etc.

Prerequisite(s):

Concurrent Enrollment:

Example: "Must be taken concurrently with EDCI 4490 and EDCI 4530."

Restrictions:

Examples include: "Not open to accounting Majors.", "Students majoring in Biology may not use this course to fulfill major requirements.", "Credit cannot be given for both CJ 2070 and PSYC 2050.", "Credit hours do not count towards graduation.", "HUSC majors only."

Lab Fee required?*

☐ Yes

☐ No

Laboratory Fee:

If "Yes" is selected from the previous question then the following statement should be pasted in the space provided above "A Laboratory Fee is required for this course."

Grading Basis Option:

☐ Graded (A-F)

☐ Pass/Fail

☐ Pass/Unsatisfactory



All grades are by default Graded (A-F). If this is to be a Pass/Fail or Pass/Unsatisfactory course, you must make a selection. For Graded (A-F) you do not.

Grading Basis

If this course is to be graded Pass/Fail only, please copy the following text into the box "This course will be graded pass/fail."

Repeatability Option*

☐ Yes

☐ No

Repeatability:

Examples include: "Course may be repeated twice for credit with varying topics.", "Course may be repeated for a total of 6 credit hours.", "Course may be repeated for a maximum of 3 credit hours with varying topics."

Most commonly used for Special Topics and Independent Study.

Term Offered:

- ☐ Summer
- ☐ Fall
- ☐ Spring

Check all that apply.

Notes:

Examples include "Accounting Internship will count as an accounting elective.", "Students who do not earn a passing grade may repeat the course one time in order to earn a passing grade.", "Clinical practice is required for this course.", "This course may be taken in French, Spanish, Italian, German, or Italian. The course may be repeated only in a different language.", "MOS exams require additional fee."

Rationale**What reason(s) has prompted the need for this new course?*****What enrollment may be reasonably anticipated?***

Please provide the number per semester and the number per section (i.e., 60 per year, 30 per section). Please note that this must meet the minimum section enrollments as laid out by the Office of the Provost.

Other departments/colleges that could be affected by proposed course:***Have these departments/colleges been notified of the proposed course?***

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Required Documentation



What is the anticipated time investment of a student both in and out of the classroom in order to achieve the learning outcomes for the course (see Credit Hour Policy)?*

(see [Credit Hour Policy](#) and [Sample Response](#) for further guidance)

Enter the time investment for the course. You may copy/paste the time investment below and update as needed.

- [Credit Hour Policy](#)
- [Sample Response:](#)

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 is 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

Course Outline*

Course Objectives*

System Administrator Only

Do not add anything below this point.



Louisiana Common Course Number:



If the course is to be in the matrix and have a LCCN, please send an email to curriculum@southeastern.edu

Grading Basis

Please indicate if Pass / Fail is selected in the "General Catalog Information" section.

UNITS_MINIMUM

UNITS_MAXIMUM

EFFECTIVE_DATE

CRSE_REPEAT_LIMIT

UNITS_REPEAT_LIMIT

CIP_CODE

COURSE_LISTING_NAME

2026-2027 Request for Course Revision

Course with Import Required

Instructions, Impact Report & Proposal Route



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Approve

- **Comment** on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- **Make a decision** (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

IMPACT REPORT INSTRUCTIONS

At the top of the page, click on Run Impact Report. Copy the results of the Impact Report and paste them into the space below.

Impact Report:*



Click "Impact Report" button below header and follow prompts. Paste results here.

Does this course appear in the course requirements for any graduate degree program?*

☐ Yes

☐ No

← "Trigger" question for Grad Council routing/approval.

Selecting yes will route the proposal to the Graduate Council.

Do you intend for this course to fulfill a General Education requirement?*

☐ Yes

☐ No

← "Trigger" question for Gen Ed routing/approval.

Selecting yes will route the proposal to the General Education Assessment & Innovation Committee.

Council for Teacher Education approval needed? (Yes if any of the below are met):

☐ Yes

☐ No

← "Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer Yes to the question and the proposal will be routed to the Council for Teacher Education.

General Catalog Information



Request Summary (used to create UCC agendaone or two sentences only):*

Information will be used for agenda.

Hierarchy Owner*

Which department owns the course?

Prefix***Code***

This is the 4-digit Southeastern course number.

Course Type

Full name of course prefix. Will auto-populate.

Instructional Format

Current course component will auto-populate. If it doesn't, select one.

Name*

Full course title. Will auto-populate.

Credit Hour(s)

Will auto-populate.

Description*

Descriptive part of description only. Do not include prerequisites, credit hours, terms offered, etc.

Will auto-populate.

Prerequisite(s):



Will auto-populate.

Concurrent Enrollment:

Will auto-populate.

Example: "Must be taken concurrently with EDCI 4490 and EDCI 4530."

Restrictions:

Will auto-populate.

Examples include: "Not open to accounting Majors.", "Students majoring in Biology may not use this course to fulfill major requirements.", "Credit cannot be given for both CJ 2070 and PSYC 2050.", "Credit hours do not count towards graduation.", "HUSC majors only."

Lab Fee required?*

☐ Yes

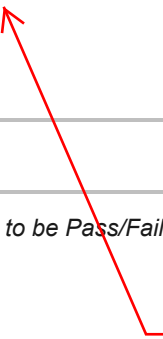
☐ No

Laboratory Fee:

If a laboratory fee is not already indicated and the revision is to introduce one, please paste the following statement into the box above "A Laboratory Fee is required for this course."

Grading Basis Option:

☐ Graded ☐ Pass/Fail ☐ Pass/Unsatisfactory

Grading Basis

If the intent is for the course to be Pass/Fail only, Please copy the following text for the Grading Basis Text "This course is to be graded pass/fail."

The default for all courses is that they are grade. If this is a Pass/Fail or Pass/Unsatisfactory course, please choose one.

Repeatability Option*

☐ Yes

☐ No**Repeatability:**

Examples include: "Course may be repeated twice for credit with varying topics.", "Course may be repeated for a total of 6 credit hours.", "Course may be repeated for a maximum of 3 credit hours with varying topics."

Will auto-populate if repeatable.

Term Offered:

- ☐ Summer
☐ Fall
☐ Spring

Will auto-populate from workday. If no information is auto-populated, please select all that apply.

Notes:

Examples include "Accounting Internship will count as an accounting elective.", "Students who do not earn a passing grade may repeat the course one time in order to earn a passing grade.", "Clinical practice is required for this course.", "This course may be taken in French, Spanish, Italian, German, or Italian. The course may be repeated only in a different language.", "MOS exams require additional fee."

Will auto-populate.

Rationale**What reason(s) prompted the need to change this course?*****What is the anticipated time investment of a student both in and out of the classroom in order for the student to achieve the learning outcomes for the course?***

(see Credit Hour Policy and Sample Response for further guidance)

Enter the time investment for the course. Copy and paste from below and update.

- [Credit Hour Policy](#)
- [Sample Response:](#)

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 is 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

Departments/colleges that could be affected by proposed change:*

Have these departments/colleges been notified of the proposed change?*

- ☐ Yes
- ☐ No
- ☐ Not Applicable

System Administrator Only

← Do not add anything below this point.



Louisiana Common Course Number:

UNITS_MINIMUM

UNITS_MAXIMUM

EFFECTIVE_DATE

CRSE_REPEAT_LIMIT

UNITS_REPEAT_LIMIT

CIP_CODE

COURSE_LISTING_NAME

STUDENT_COURSE_ID

ITEM ID (CATALOG)

STATUS (CATALOG)

- ☐ Active-Visible
- ☐ Active-Hidden

2026-2027 Request to Delete a Course

Course with Import Required

Instructions, Impact Report & Proposal Route



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Approve

- **Comment** on the proposal by clicking the Discussion tab using the chat icon in the right-side menu and clicking the + Add Comment button.
- **Make a decision** (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

IMPACT REPORT INSTRUCTIONS

At the top of the page, click on Run Impact Report. Copy the results of the Impact Report and paste them into the space below.

Impact Report:*

Click on "impact report" near the header and follow the prompts. Copy/paste results here.

Proposal Summary - Request Summary (used to create UCC agenda—one or two sentences only):*

Information will be used for agenda.

Does this course appear in the course requirements for any graduate degree program?*

- ☐ Yes
☐ No

"Trigger" question for Grad Council routing/approval.

Selecting yes will route the proposal to the Graduate Council.

Does this course count for General Education?*

- ☐ Yes
☐ No

"Trigger" question for Gen Ed routing/approval.

Selecting yes will route the proposal to the appropriate committee.

Council for Teacher Education approval needed? (Yes if any of the below are met):

- ☐ Yes
☐ No

"Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer "Yes" to the question and the proposal will be routed to the Council for Teacher Education.

General Catalog Information



Hierarchy Owner*

Owner of the course; will auto-populate.

Prefix*

Will auto-populate.

Code*

Course number, will auto-populate.

Name*

Full course title. Will auto-populate.

Description*

Complete course description as it will appear in the catalog.

Will auto-populate.

Rationale



What reason(s) prompted the need to remove this course?*

Other departments/colleges that could be affected by this deletion:*

Have these departments/colleges been notified of the proposed deletion?*

- ☐ Yes
- ☐ No
- ☐ Not Applicable

System Administrator Only



Do not add anything below this point.



ITEM ID (CATALOG)

STATUS (CATALOG)

- ☐ Active-Visible
- ☐ Active-Hidden

2026-2027 Request for New Program Program

Instructions & Summary



NEW Program

FILL IN all fields required marked with an *.

ATTACH supporting documentation.

Complete the **Acknowledgement** section.

LAUNCH proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

IMPORTANT: If you are adding new courses to this new program, please ensure a Course New Proposal has also been submitted.

Type of Program*

- ☐ Program
- ☐ Shared Core

Select Program.

Please only select "Program" unless otherwise instructed prior to launching a proposal.

Briefly describe the Proposed Program*

Information will be used for agenda.


General Catalog Information



Hierarchy Owner*


Which department owns the program?

Title*



Enter program title and degree designation. For example: Child Life, MS or English, BA, Literature and Language Concentration. See the online catalog for additional examples.

Catalog Description*



This field should be left blank.

PROSPECTIVE CURRICULUM

New Programs

Follow these steps to propose courses to the new program curriculum:

Step 1

There are two options for adding courses: "Add Course" and "Import Course."

For courses already in the catalog, click on "Import Course" and find the courses needed.


For new courses going through a Curriculog Approval Process click on "Add Course"-- a box will open asking you for the Prefix, Course Number and Course Title.

Step 2

Click on "View Curriculum Schema" then select "Add Core". When the New Core appears, expand the Core and enter the Core Title. Next, click on "Add Courses" to access the list of courses from step 1. Then select the courses you wish to add. You must save your work to see any changes to the Core titles.

For removing courses click on the Delete and proceed.

Prospective Curriculum*



Do not put any information here. This will be updated administratively.

Program Type

Degree Type*



Major, minor, certificate, etc.



BA, BS, MS, UC, PBC, EdD, etc.

Program Assessment



What reason(s) has prompted the need for this program addition?

Council for Teacher Education approval needed?*

☐ Yes

☐ No

← "Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer "Yes" to the question and the proposal will be routed to the Council for Teacher Education.

Departments/colleges that could be affected by proposed addition:*

If none, write "NA"

Have these departments/colleges been notified of the proposed addition?*

☐ Yes

☐ No

☐ Not Applicable

Is this a graduate program?*

☐ Yes

☐ No

← "Trigger" question for Grad Council routing/approval.

Selecting "Yes" will route the proposal to the Graduate Council.

Acknowledgements and Attachments



ATTACHMENT INSTRUCTION

Please attach any required files by navigating to the right side menu and clicking "Files".

Acknowledgement Statement*

☐ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Click on acknowledgment and attach the layout of the new curriculum in the format of the catalog.

2026-2027 Request for Program Change

Program with Import Required

Instructions & Summary



Program Change

IMPORT curriculum data from the Catalog by clicking in the top left task bar.

FILL IN all fields required marked with an * after importing data.

ATTACH supporting documentation.

Complete the **Acknowledgement** section.

LAUNCH proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

IMPORTANT: If you are modifying any courses within this program, please ensure a Course Modification Proposal has also been submitted.

Briefly describe the purpose of this proposal (Used for generating agenda)*

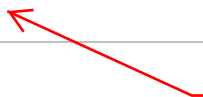


Information will be used for agenda.

General Catalog Information



Hierarchy Owner*



Owner of program. Will auto-populate.

Title*



Current title of program; will auto-populate.

Summary of Program Change(s)*

Use a bulleted list of the items, by semester, being changed.

Use this field to create a bulleted list of the changes being made.

Program Change

You must attach a marked of curriculum layout of the changes being made. Do not modify any information in the "Curriculum" section below as these updates will be made administratively based on your attachment.

Curriculum*

Make no changes to this sections. Modifications to the curriculum will be made administratively after launching the proposal.

Will auto-populate. Make no changes. It will be updated administratively.

Program Type

Major, minor, etc. Will auto-populate.

Degree Type*

Bachelor of Art, Master of Science, etc.
Will auto-populate.

Program Assessment**What reason(s) prompted the need for this program change?***

Council for Teacher Education approval needed?*

☐ Yes

☐ No

"Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer Yes to the question and the proposal will be routed to the Council for Teacher Education.

Departments/colleges that could be affected by proposed change:*

If none, write "NA"

Have these departments/colleges been notified of the proposed change?*

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Is this a graduate program?*

- ☐ Yes
- ☐ No

← "Trigger" question for Grad Council routing/approval.

Selecting "Yes" will route the proposal to the Graduate Council.

Acknowledgements and Attachments



ATTACHMENT INSTRUCTION

Please attach any required files by navigating to the right side menu and clicking Files.

Acknowledgement Statement*

← You must click this prior to launching.

- ☐ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

System Administrator Only

← Do not add anything below this point.



Item ID

Status

- ☐ Active-Visible
- ☐ Active-Hidden

2026-2027 Request to Delete a Program Program with Import Required

Instructions & Summary



Program Deletion

- **IMPORT** curriculum data from the Catalog by clicking in the top left task bar.
- **FILL IN** all fields required marked with an * after importing data.
- Provide the Term and Year in which this program would no longer be available to students.
- **ATTACH** supporting documentation.
- Complete the Acknowledgement section.
- **LAUNCH** proposal by clicking Validate and Launch at the top. Once the proposal has been launched, approve the proposal to move the proposal forward in the workflow.

Request summary (used to create agenda--one or two sentences only):*



Information will be used for agenda.

General Catalog Information



Hierarchy Owner*



Owner of program. Will auto-populate.

Title*



Current title of program; will auto-populate.

Description of Program being eliminated

Do not edit. Leave this field blank.

This field should be left blank.

Program Deletion - Curriculum

The program curriculum field is system required for the program form. Changes to the program curriculum are not required or permitted from the program deactivation form.

If you would like to view the program curriculum click on "View Curriculum Schema".

Curriculum*

Will auto-populate. Make no changes.

Program Assessment



What reason(s) prompted the need for this program deletion?*

Council for Teacher Education approval needed?*

- ☐ Yes
☐ No

"Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer Yes to the question and the proposal will be routed to the Council for Teacher Education.

Departments/colleges that could be affected by proposed deletion:*

If none, write "NA"

Have these departments/colleges been notified of the proposed deletion?*

- ☐ Yes
☐ No

☐ Not Applicable

Is this a graduate program?*

- ☐ Yes
- ☐ No

← "Trigger" question for Grad Council routing/approval.

Selecting "Yes" will route the proposal to the Graduate Council.

Acknowledgements and Attachments



ATTACHMENT INSTRUCTION

Please attach any required files by navigating to the right side menu and clicking Files.

Acknowledgement Statement*

- ☐ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

↑ Click acknowledgment. No attachment needed.

System Administrator Only

← Do not add anything below this point.



Item ID

Status

- ☐ Active-Visible
- ☐ Active-Hidden
- ☐ Inactive-Hidden

Type of Program*

- ☐ Program
- ☐ Shared Core

2026-2027 Miscellaneous Change Request

Other

Instructions, Proposal Route & Summary



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Approve

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- **Make a decision** (approve/reject) by clicking the Decisions Tab using the check mark icon in the right-side menu.

Hierarchy Owner*

Select the "owner" of the information to be changed.

Please indicate the section of the online catalog to be edited. A Word or PDF should be attached to this proposal showing the change to be made.*

Please copy and paste the name as it appears on the header of the section of the online catalog that will receive the change. For example, "Accreditations" under "General Information."

This is the name or title of the section being updated in the catalog.

Please provide a brief description of the requested change (to be used for the agenda):*

Information will be used for agenda.

Is the Graduate Council's approval required for the proposed change?*

☐ Yes ☐ No

"Trigger" question for Grad Council routing/approval.

Selecting yes will route the proposal to the Graduate Council.

Is the Council for Teacher Education's approval required for the proposed change?*

☐ Yes ☐ No

"Trigger" question for Education routing/approval.

Does this change affect any education undergraduate degree, graduate degree or certification program? Does this change affect components of electronic portfolios or any aspect of the assessment system? Does this change affect competency-based clinical practice of any type reported by education majors? If any one of these questions apply to your proposal, then answer Yes to the question and the proposal will be routed to the Council for Teacher Education.

Is the General Education Assessment & Innovation Committee's approval required for the proposed change?*

☐ Yes ☐ No

"Trigger" question for Gen Ed routing/approval.

Selecting yes will route the proposal to the General Education Assessment & Innovation Committee.

Attachments & Acknowledgements



Attachment Instructions

Please attach any required files by navigating to the right side menu and clicking Files.

Acknowledgement*

☐ I acknowledge that all areas of this proposal have been completed as required for the purpose of this request.

Click on the acknowledgment and attach a document showing the change.