



Southern University at Shreveport, Louisiana
Course/Curriculum Change Approval Guide

OVERVIEW OF COURSE/CURRICULUM CHANGE APPROVAL GUIDE

This reference guide is designed to assist faculty in academic departments and programs in initiating course or curriculum changes at Southern University at Shreveport. Primarily, this manual provides guidance on how to:

- propose or reinstate a course (1 on the change form)
- modify an existing course (2, 3, 4, 5, 6, 7, 8, and 9 on the change form)
- delete an existing course (10 on the change form)
- discontinue a program or major, and/or (11 on the change form)
- add a new or reinstate a major. (12 on the change form)

NOTE: CHANGING AN EXISTING COURSE VS. CREATING A NEW COURSE

New courses should be created under the following circumstances:

- course content is different from an existing or previously offered course
- course credit hours change up or down by more than one credit hour
- two courses (i.e. a lecture course and a lab course or two lecture courses) are combined into one course
- one course is split into two courses (i.e. a lecture/lab combo is split into a lecture course and a lab course or a lecture course is split into two lecture courses). Both new courses must have new numbers. **Do not** reuse the original course number for one of the new courses.

The following situations do **NOT** warrant the creation of a new course:

- minor adjustments to course content
- change of title if course content essentially remains unchanged
- changing prerequisites or other course restrictions
- addition of a course and/or lab fee

COURSE/CURRICULUM CHANGE APPROVAL PROCESS

SECTION ONE: PROPOSED COURSE CHANGE

CURRENT COURSE INFORMATION: The information in this section should be listed exactly as it appears in the most current University catalog.

PROPOSED COURSE INFORMATION: If a new course or course change is proposed (course change type 2-6), this section should be completed.

CODE/NUMBER: Once a course number is used, it becomes part of academic history and cannot be used again for a different course. Course prefix, course number and course title are displayed.

Course Code: Indicates the academic discipline of the course, typically the department offering the course; may also be an academic discipline within a division where there are no separate departments. New prefixes must be requested through the registrar's office and are subsequently approved by the Vice Chancellor for Academic and Student Affairs.

Course Number: SUSLA adheres to the Louisiana Board of Regents Master Course Articulation Matrix standards for establishing and identifying courses. For extended information about the Master Course Articulation Matrix, go to <http://www.regents.la.gov/page/master-course-articulation-matrix-ay-2014-15> for more information.

PROPOSED COURSE TITLE: The primary title for the course. This title appears on the student's transcript, class lists, schedule of classes, and registration forms. The title should be comprehensible to non-specialists; abbreviations should be easy to decipher. Limited to 30 characters, including spaces.

PROPOSED CATALOG DESCRIPTION: Brief description stating the major emphasis of a course that appears in the catalog, one paragraph long, 40 words or less. See "Writing a Course Description" below for more information.

Writing a Course Description

Course Descriptions should be brief; forty words or less. The only essential element is a sentence fragment to generally describe the course content.

Example:

GE 3850: Geologic and hydrologic factors controlling the occurrence, movement, and development of subsurface water. Quantitative methods for analyzing groundwater systems are introduced.

Optional items that may be included:

- A more specific sentence ("Topics include..." [2 or 3 should suffice] or "Emphasis on...")
- Recommended equipment ("TI-85 recommended" or "Students must provide their own bow.")
- Course is only a half-semester course, if applicable, and what half it is offered ("Course is offered second half of Spring semester.")

What not to include:

- *Entire course content.* Save the detailed descriptions for the syllabus.
- *Wasted words:* "Introduction to" or "Advanced study of" if they duplicate the course title; introductory phrases such as "Students enrolled in this course will perform..." or "Students will be introduced to..."
- *Vague words:* "empower," "state-of-the-art," "issues," "intensive"
- *Clichés:* "unique experience," "today's global society," "the twenty-first century"

RATIONALE FOR PROPOSED COURSE CHANGE: A brief statement explaining the need and purpose of the course.

SECTION TWO: SEMESTER CREDIT HOURS/CREDITS & SCHEDULE

CREDITS: The units used to measure course work and the number of semester credit hours that can be earned by students who successfully complete the course. A course may have either a fixed number of credit hours or a variable number of credit hours. Credits must be 1.0 or greater, in whole credits, with the exception of some co-curricular offerings. If the credits are changed it may be necessary to change the class hours.

CONTACT HOURS PER WEEK: Indicate the number of hours (1 contact hour = 50 minutes) scheduled per week that students of the course are in contact with their instructor.

NOTE: If the course is in a time frame other than a 15-week semester the contact hours must be equivalent to a semester experience.

- **NUMBER OF LECTURE HOURS:** Class format in which the instructor takes the lead role and the primary emphasis is on transmitting a body of knowledge or information and explaining ideas or principles. One credit hour is assigned for each contact hour (50 minute meeting time) per week.
- **NUMBER OF RECITATION HOURS:** Class format that involves one instructor to a smaller group of students. A certain amount of interaction and discussion is expected between the instructor and students. One credit hour is assigned for each contact hour (50 minute meeting time) per week.
- **NUMBER OF LABORATORY HOURS:** Class format in which the primary emphasis is on doing or observing, with the majority of the course activity placed on the student, under the direction and supervision of an instructor. The purpose of the activity is to provide first-hand experience, develop and practice skills, translate theory into practice, and develop, test, and apply principles. Laboratory and field courses are typically assigned one credit for 50-170 minutes (one to three contact hours), two credits for sections ranging from 170-230 minutes (two to four contact hours), and three credits for those ranging from 170-290 minutes (four to six contact hours). The variation in time-to-credit is intended to reflect both the intensity of the laboratory experience and the time required out of class to develop reports. Field classes typically carry the same or fewer credits per class hour compared to laboratory classes since time is often spent in transit and in other relatively low intensity learning activities.

RESEARCH COURSE OR SPECIAL TOPICS COURSE:

Research Course: A course where individualized or collective research is done.

Undergraduate Research: Class format in which students are engaged, under the leadership of an instructor, in highly individualized or collective research that may continue for more than one semester. This is typically independent research under the guidance of a faculty member.

Special Topics Course: A course that allows for a special title and focus, which may be different from section to section. Special topics courses are typically used to take advantage of visiting professor expertise, independent study, or to offer a course on a trial basis before proposing it as a permanent course.

SECTION THREE: COURSE INFORMATION

REQUISITES: Indicates if other courses are required prior to, or in conjunction with, taking this course.

Prerequisites: Courses that are required to be taken prior to taking this course. The prerequisite course provides a foundation of knowledge in preparation for this course.

Concurrent Prerequisite: A prerequisite course that may be taken prior to **OR** in the same semester (concurrently) as this course.

Corequisites: Courses that **MUST** be taken together in the same semester. Corequisites do not have to be reciprocating, i.e. students may be required to take a certain lecture if they choose to take a certain lab, however students who choose to take the lecture may not necessarily be required to take the lab.

CROSS LISTED COURSE: Indicates when the course is offered by more than one academic department. Cross listed courses are identical in title, course content, and format and share identical course numbers; the only difference being the course prefix.

PASS/FAIL: Indicates if the course is offered in a Pass/Fail grade mode only. Course credits and grades are **not** calculated in the student's GPA. This option should only be used if all students who take the course will be taking it under the pass/fail grade mode.

REGISTRATION RESTRICTIONS: Restrictions placed on enrollment in the course. May require permission to enroll or may indicate the type of student who is or is not eligible to enroll. These include:

- Department permission
- Instructor permission
- Major restrictions
- Class restrictions

SEMESTERS OFFERED: Indicates which part(s) of the academic year the course will be taught – Fall, Spring, Summer, Online, or On Demand. Also indicates if course is offered in alternating years.

FEES: Indicate any course fees associated with the proposed course.

DEGREE PROGRAMS WHICH THIS COURSE WILL AFFECT: A list of degrees, minors or certificate programs in which this course will be used as a requirement or an elective.