AA-7: POLICY ON COURSE AND CURRICULUM CHANGES

Issued: 12/19/2023
Revised:
Reviewed:
Monitoring Unit: Vice Chancellor for Academic Affairs

I. PURPOSE: This policy provides the steps for initiation, approval, and implementation of course and curriculum changes.

II. DEFINITIONS
Course: an area of study pertaining to a specific subject, level and rigor.

Curriculum: sequence of all courses taught in an academic program.

III. GENERAL POLICY GUIDELINES: All course and curriculum changes must be submitted to the Vice Chancellor of Academic Affairs by March 31 of the academic year preceding the year of the proposed changes. (Example: Changes for fall 2024 or spring 2025 must be submitted by March 31, 2024.)

IV. PROCEDURES

1. Programs or departments wishing to add or revise courses and curricula must go through a series of steps of development and approval. These include consulting with Curriculum Committee chairs and other relevant stakeholders to develop course objectives, activities, and assessments.

2. Every change must be submitted via the relevant form, available on the Registrar's website:

- [Request to Add/Change a Curriculum](#)
- [Request for New Course](#)
- [Request for Revised Course](#)

3. After the form is completed by the program or course director or designee and signed by the Department Head, it is presented to the school's Curriculum Committee. The Curriculum Committee may approve the proposal or may recommend revisions and reconsider the proposal after the revisions are made.

4. Once the Committee approves the change, it must be approved by the Dean.

5. If approved by the Dean, the form is sent to the Vice Chancellor for Academic Affairs for final approval.

6. Once approved by the Vice Chancellor for Academic Affairs, the form is processed by the Registrar's Office for inclusion in the University Catalog.

V. REFERENCES

Catalog: [Louisiana State University Health Sciences Center at New Orleans - Acalog ACMS™ (lsuhsc.edu)](#)

Registrar Webpage: [Office of the Registrar - LSU Health New Orleans (lsuhsc.edu)](#)