# Flowchart for Courses and Curricula (C/C)
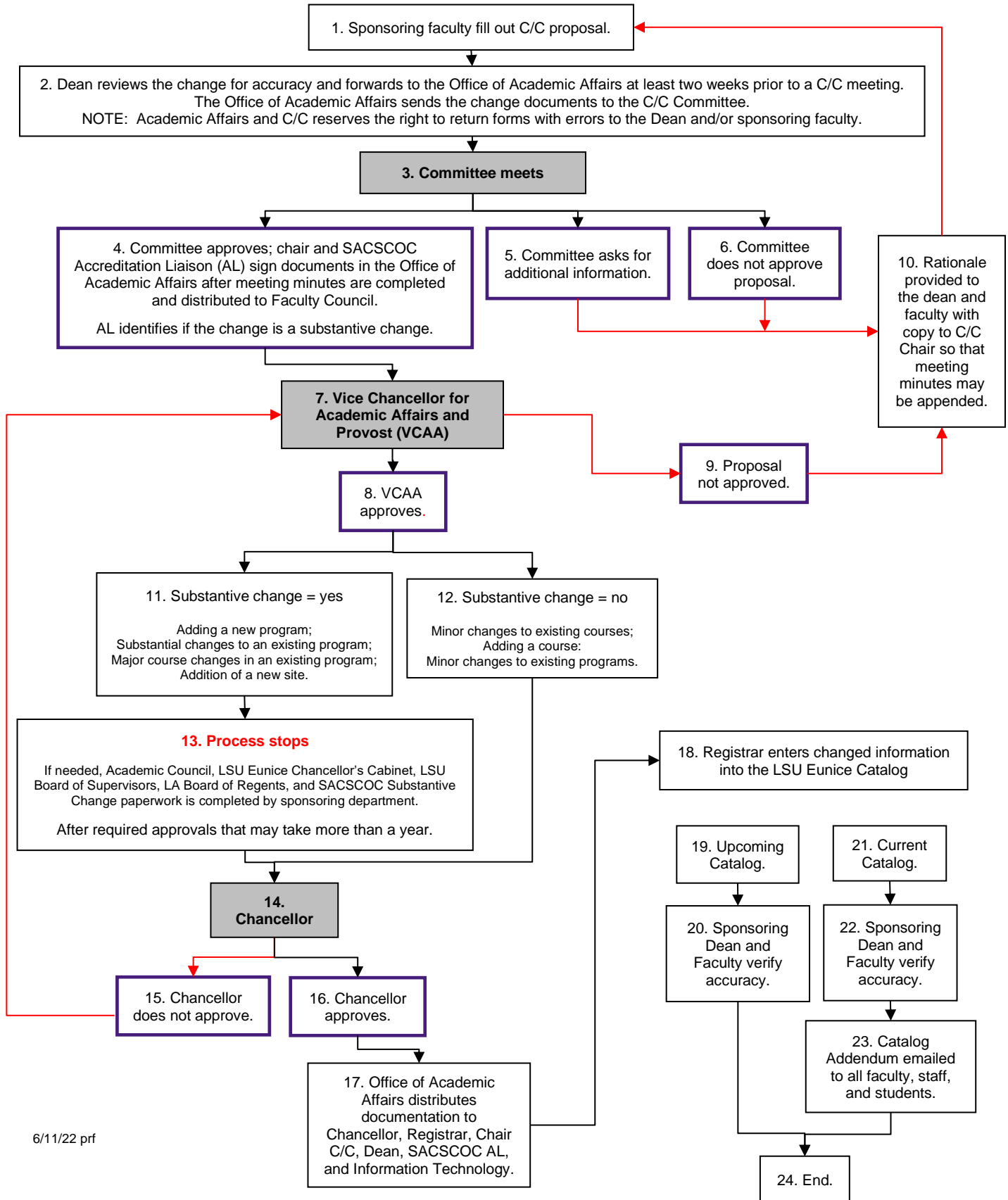## Committee June 11, 2022

**1. Sponsoring faculty fill out C/C proposal.**

**2.** Dean reviews the change for accuracy and forwards to the Office of Academic Affairs at least two weeks prior to a C/C meeting.
The Office of Academic Affairs sends the change documents to the C/C Committee.
NOTE: Academic Affairs and C/C reserves the right to return forms with errors to the Dean and/or sponsoring faculty.

**3. Committee meets**

**4.** Committee approves; chair and SACSCOC Accreditation Liaison (AL) sign documents in the Office of Academic Affairs after meeting minutes are completed and distributed to Faculty Council.

AL identifies if the change is a substantive change.

**5.** Committee asks for additional information.

**6.** Committee does not approve proposal.

**10.** Rationale provided to the dean and faculty with copy to C/C Chair so that meeting minutes may be appended.

**7. Vice Chancellor for Academic Affairs and Provost (VCAA)**

**9.** Proposal not approved.

**8.** VCAA approves.

**11.** Substantive change = yes

Adding a new program;
Substantial changes to an existing program;
Major course changes in an existing program;
Addition of a new site.

**12.** Substantive change = no

Minor changes to existing courses;
Adding a course:
Minor changes to existing programs.

**13. Process stops**

If needed, Academic Council, LSU Eunice Chancellor's Cabinet, LSU Board of Supervisors, LA Board of Regents, and SACSCOC Substantive Change paperwork is completed by sponsoring department.

After required approvals that may take more than a year.

**18.** Registrar enters changed information into the LSU Eunice Catalog

**14. Chancellor**

**15.** Chancellor does not approve.

**16.** Chancellor approves.

**19.** Upcoming Catalog.

**21.** Current Catalog.

**20.** Sponsoring Dean and Faculty verify accuracy.

**22.** Sponsoring Dean and Faculty verify accuracy.

**17.** Office of Academic Affairs distributes documentation to Chancellor, Registrar, Chair C/C, Dean, SACSCOC AL, and Information Technology.

**23.** Catalog Addendum emailed to all faculty, staff, and students.

**24. End.**

6/11/22 prf

**LSUE** EUNICE **Office of Academic Affairs**