LSUE

EUNICE

Courses and Curricula Committee
Curriculum Modification Petition

Form F₁: Request to Change an Existing Curriculum
Minor Changes Only

Section I: Course and Department Information

Directions: Please type all information on this form. Handwritten forms are not accepted.

Fill in all information in Section I. Complete Section II for minor curricular changes involving a few courses. Provide faculty signatures of support in Section III. Section IV is used for signatures of approval. Missing or incorrect information may result in rejection of this petition.

Note: The request to Change an Existing Curriculum may also require the submission of one or more of the following Courses and Curricula forms:

1. Form A: Request for the Addition of a New Course if new a course is being added to an existing curriculum. A completed Form A for each new course should accompany this form.
2. Form B: Request to Drop a Course if it is being removed from the existing curriculum and is being removed from the LSU Eunice Catalog. Note that courses should not remain in the Catalog "because they might be offered at a later date".
3. Form C: Request to Change an Existing Course if a course's credit hours change or if a change is made that affects the required number of hours for the curriculum.

Discipline _____   Division _____   Date _____

Current Name of Curriculum _____

Proposed Name of Curriculum _____

1. Effective date (semester and year that the change is to be initially offered):

    Fall ☐   Spring ☐   Summer ☐   Year _____

2. In the space below, please provide a rationale for the change in an existing curriculum:

<div style="border:1px solid #000; height:300px;"></div>

Section II: Minor Changes to a Curriculum Description

3a. This form is for minor changes involving just a few courses. Please list only the course(s) or part of the current curriculum that is/are to be changed and the changes proposed. Please do not list the entire curriculum. Faculty should consult with the Courses and Curricula Committee Chair on whether the Section II Form or Section III Form is to be used. The cells with red borders will total automatically.

Current Curriculum				Proposed Curriculum		
Course Prefix and Number	Course Title	Credit Hrs.		Course Prefix and Number	Course Title	Credit Hrs.
Total Credit Hours:				Total Credit Hours:		
Notes:				Notes:		

b. Current Number of credit hours required in the curriculum: _____

c. Proposed number of credit hours required in the curriculum: _____

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Section III: Signatures of Faculty Support

4. Has this course been discussed and approved by the faculty in the discipline(s) concerned? Yes ☐   No ☐
Faculty taking part in the discussion should complete the section below and place an X for approved or not approved. Statements of support or dissention, whether internal or external, may be attached as a PDF to this form labeled as "Response to Question 4".

Faculty Print Name	Faculty Signature	Date	Approved	Not Approved
Faculty Print Name	Faculty Signature	Date	Approved	Not Approved
Faculty Print Name	Faculty Signature	Date	Approved	Not Approved
Faculty Print Name	Faculty Signature	Date	Approved	Not Approved
Faculty Print Name	Faculty Signature	Date	Approved	Not Approved
Faculty Print Name	Faculty Signature	Date	Approved	Not Approved
Faculty Print Name	Faculty Signature	Date	Approved	Not Approved

5. Please attach documentation that this change has been discussed with other divisions/departments and label as "Response to Question 6". If no discussions have taken place, please check none ☐.

Section IV: Signatures of Approval

Dean Signature	Date	Vice Chancellor for Academic Affairs Signature Date
Courses and Curricula Chair Signature	Date	Chancellor Signature Date

Substantive Change? Yes ☐   No ☐
Publish or Advertise Change? Yes ☐   No ☐   N/A ☐

SACSCOC Liaison Signature   Date

SACSCOC Notes: _____

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