



**Courses and Curricula Committee
Course Modification Petition**

Form A: Request for the Addition of a New Course

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. Provide faculty signatures of support in Section II. Section III is for signatures of approval. Missing or incorrect information may result in rejection of this petition.

Discipline _____ Division _____ Date _____

Proposed Course Number _____ Title _____ Semester Credits _____

(If this same course is being offered on another campus of LSU, wherever possible the same title and course number should be used.)

Proposed Hours Per Week (see Manual for definitions)

Lecture _____ Lab _____ Recitation _____ Seminar _____ Clinical _____ Independent Study _____

1. This course will be normally offered: Fall only ☐ Spring only ☐ Summer only ☐ Any semester ☐
2. Effective date (semester in which the course is to be first offered): Fall ☐ Spring ☐ Summer ☐ Year _____
3. Estimated enrollment expected per semester: _____
4. If this course is approved:
 - a. Will additional staff be needed? Yes ☐ No ☐
(If yes, please attach an explanation as a PDF file labeled as "Response to Question 4a").
 - b. Will additional space, equipment, special library materials, or any major expense be involved? Yes ☐ No ☐
(If yes, please attach an explanation as a PDF file labeled "Response to Question 4b").

5. Description: Enter the **formal** catalog statement. Please include prerequisites, corequisites, alternate approvals, special circumstances for degree credit, etc.

6. To what degree, if any, will the course duplicate other courses offered on this campus?

7. Rationale for the new course including the application to new and/or existing curricula.

8. Attach a syllabus as a PDF to be used with the course labeled "Response to question 8 – Syllabus". Please note that the syllabus layout must conform with Section VII: Course Syllabus Guide in the Curriculum Development Manual. The blank template for the syllabus layout is located on the Curriculum Development Manual's Website.

9. Complete the table below with the minimum library materials required, then forward to the Director of the Library

Course _____ Instructor _____

Complete references on required books, periodicals, etc., are to be supplied by the instructor. The librarian will indicate if the material is currently available in the library or, if not, the approximate cost to acquire these materials. The entries on this form should represent the "minimum" library resources required to conduct the course in question. A more comprehensive "bibliography" or listing of "Supplemental References" may accompany the course outline. If no additional library resources are needed, write none.

Reference	Available (Yes or No)?	Cost to Acquire

Director of the Library's Signature is required before submitting the proposal to the Courses and Curricula Committee, even if no additional library resources are needed.

Director of the Library (print name) Director of the Library (Signature) Date

Section II: Signatures of Faculty Support

10. 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 10".

_____ 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

11. Is this course being proposed as a General Education Course? Yes ☐ No ☐. If yes, then a subsequent review by the General Education Committee is required.
12. Is this course required in a new curriculum? Yes ☐ No ☐. If yes, then Form D is required as well.
13. Does the addition of this course change the total number of credit hours in an existing program? Yes ☐ No ☐.
 If yes, then Form F is required as well.

Section III: Signatures of Approval

_____ Dean Signature	_____ Date	_____ Vice Chancellor for Academic Affairs Signature	_____ Date
_____ Courses and Curricula Chair Signature	_____ Date	_____ Chancellor Signature	_____ Date
_____ SACSCOC Liaison Signature		_____ Date	
		Substantive Change? Yes <input type="checkbox"/> No <input type="checkbox"/> Publish or Advertise Change? Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	

SACSCOC Notes: _____

12/25/24 prf