



**Policy No. IS100.12**  
**Northwest Louisiana Technical College**

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**CURRICULUM REVISION PROPOSAL**

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Original Adoption:

Effective Date: 06/01/07

Last Revision:

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Refer to the LTC Curriculum Development/Revision Process Policy and Flow Chart for curriculum scope and timelines.

Instructions to Faculty:

- Use the check-box system below to propose changes, additions, and/or deletions in current (web) curriculum documents; e.g. curriculum outline and/or each course syllabus.
- Submit copies of web documents with proposed revisions **in red**. "Electronic" submission is preferred.
- Attach to this form all proposed revised curriculum document(s) and justifications where noted below.
- Signatures are to be applied to each curriculum revision proposal form being submitted.
- Retain copies for your files; submit originals to your Regional Curriculum Committee Representative by November 1<sup>st</sup>.

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**Program Area:** \_\_\_\_\_

**Course Abbr./No.** \_\_\_\_\_

Check off  all areas being proposed for revision. Use only one form for each course syllabus.

CURRICULUM OUTLINE INFORMATION:	COURSE SYLLABUS INFORMATION:
<input type="checkbox"/> Change in Program Description <input type="checkbox"/> Deletion of Course from Outline Abbr./No: _____ (Attach Justification) <input type="checkbox"/> Exit Point(s) on Outline: <input type="checkbox"/> TCA <input type="checkbox"/> CTS <input type="checkbox"/> Addition of Exit Point <input type="checkbox"/> Deletion of Exit Point <input type="checkbox"/> Change in Current Exit Point (Attach Justification) <input type="checkbox"/> Change in Total Curriculum Hours: <input type="checkbox"/> Clock and/or <input type="checkbox"/> Credit Hours <input type="checkbox"/> Change in Course Attributes on Outline: <input type="checkbox"/> CABBR (Course Attachment) <input type="checkbox"/> Course Number <input type="checkbox"/> Course Name/Title <input type="checkbox"/> Course Credit Lecture Hours <input type="checkbox"/> Course Credit Lab Hours <input type="checkbox"/> Course Credit Total Hours <input type="checkbox"/> Course Clock Total Hours <input type="checkbox"/> Addition of New Course in Outline* <input type="checkbox"/> Other: _____	<input type="checkbox"/> Revision of Current Course Syllabus  Areas Addressed: <input type="checkbox"/> CABBR (Course Abbreviation) <input type="checkbox"/> Course Number <input type="checkbox"/> CIP <input type="checkbox"/> Course Title <input type="checkbox"/> Credit Lecture Hours <input type="checkbox"/> Contact Lecture Hours <input type="checkbox"/> Credit Lab Hours <input type="checkbox"/> Contact Lab Hours <input type="checkbox"/> Credit Total Hours <input type="checkbox"/> Contact Total Hours <input type="checkbox"/> Course Description <input type="checkbox"/> Course Competencies <input type="checkbox"/> Course Objectives <input type="checkbox"/> Pre Requisites <input type="checkbox"/> Co-Requisites <input type="checkbox"/> Addition of New Course Syllabus* (attach new syllabus)

**\*The "Add a New Course" form must be completed by Lead Academic Office**

\_\_\_\_\_  
**Faculty – LTC Curriculum Committee Member**      **Date**      \_\_\_\_\_  
**(Attach a faxed copy of the committee members)**      **Program Advisory Board Chair**      **Date**

\_\_\_\_\_  
**Chief Academic Officer or Designee**      **Date**      \_\_\_\_\_  
**SME (if applicable)**      **Date**

\_\_\_\_\_  
**Vice President of CTE**      **Date**      \_\_\_\_\_  
**Other (if applicable)**      **Date**

**Policy Reference:** Louisiana Board of Regents (BoR)  
 Council on Occupational Education (COE)  
 LCTCS Policy #1.034 Participatory Curriculum Development  
 LTC Form #IS100.1 Add a New Course  
 LTC Form #IS100.11 Curriculum Revision Justification

**Review Process:**

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student Affairs Officers	02/22/07	
X	Academic Affairs Officers	02/22/07	
X	LTC Regional Directors	06/01/07	
X	Vice President for CTE	06/01/07	06/01/07

**Distribution:** Distributed Electronically via College  
 Hard copy Distribution to Regional Directors

Approved:



\_\_\_\_\_  
 Dianne Clark  
 Interim Director