



Policy Name:	Add a New Course
Policy Number:	1.01
Effective Date:	June 1, 2007
Date of Last Revision:	July 24, 2019
Functional Area:	Academic Affairs

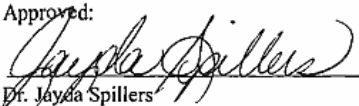
Add a New Course

Instructions:

1. Lead Academic Officers will complete Section I below and submit form to the Vice President for CTE/Curriculum Data Entry Operator.
 - a. Lead Academic Officers will also submit the Curriculum Revision Proposals and required forms.
2. Vice President for CTE/Curriculum Data Entry Operator will complete Section 2 of the form.
 - a. New Course information must be input into CIS and then into LTC Production Systems.
 - b. All approved Curriculum Revision Proposals and Forms will be filed with LCTCS.

Section 1: Academic Officer Input	Section 2: Vice President for CTE and/or Curriculum Data Entry Operator
Program Name: _____	Approved CIP _____
CABBR/No. _____	Department _____
Course Title: _____	Cost Factor _____
Credit Hours: Lec _____ Lab _____ Total _____	First Semester in Use _____
Clock Hours: Lec _____ Lab _____ Total _____	Last Semester in Use _____
	Active Flag _____

Policy Reference: ITC Policy #ISIOO.I Add a New Course
 Louisiana Technical College Policy No. ISIOO.I
 Louisiana Board of Regents (BOR)
 Council on Occupational Education (COE)
 LCTCS Policy #1.034 Participatory Curriculum Development
 LTC Form ISIOO.II Curriculum Revision Justification LTC Form
 ISIOO.02 Curriculum Revision Proposal

Approved:

 Dr. Jayda Spillers
 Chancellor

