



Policy Name:	Curriculum Revision Proposal
Policy Number:	1.024a
Effective Date:	June 1, 2007
Date of Last Revision:	June 24, 2019
Functional Area:	Academic Affairs

Curriculum Revision Proposal

Refer to the NLTCCC 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,
 - o Retain copies for your files, submit originals to your College Curriculum Committee Representative by November 1st.

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: TCA CTS Addition of Exit Point Deletion of Exit Point Change in Current Exit Point (Attach Justification) <input type="checkbox"/> Change in Total Curriculum Hours: Clock and/or Credit Hours <input type="checkbox"/> Change in Course Attributes Outline: CABBR (Course Attachment) Course Number Course Name/Title Course Credit Lecture Hours Course Credit Lab Hours Course Credit Total Hours Course Clock Total Hours <input type="checkbox"/> Addition of a New Course in Outline* <input type="checkbox"/> Other: _____	<input type="checkbox"/> Revision of Current Course Syllabus <input type="checkbox"/> Areas Addressed: CABBR (Course Abbreviation) Course Number CIP Course Title Credit Lecture Hours Contact Lecture Hours Credit Lab Hours Contact Lab Hours Credit Total Hours Contact Total Hours Course Description Course Competencies Course Objectives Pre-Requisites 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- NLTCC Curriculum Committee Member
(Attach a faxed copy of the committee members)

Date

Program Advisory Board Chair

Date

Vice Chancellor Academic & Student
Affairs or Designee

Date

Vice President of CTE

Date

SME (If Applicable)

Date

Other (If Applicable)

Date

Policy & Reference:

LTC Policy #1500.2 Curriculum Revision Proposal
Louisiana Technical College Policy No. IS100.2
Louisiana Board of Regents (BOR)
Council on Occupational Education (COE)
LCTCS Policy #1,034 Participatory Curriculum Development
LTC Form IS100.I Add a New Course
LTC Form IS100.2 Curriculum Revision Justification

Approved:


Dr. Jayda Spillers

Chancellor

