



POLICY STATEMENT 26 COURSES AND CURRICULA

POLICY DIGEST

Functional Classification: Curriculum and Instruction

Monitoring Unit: Office of Academic Affairs

Initially Issued: July 1, 2026

Last Revised: N/A

Next Review Date: July 1, 2029

I. PURPOSE

To define University policies and procedures regarding the addition, change or termination of course offerings and the addition, change or termination of curricula, certificates, concentrations, options, and minors.

II. ABBREVIATIONS

BoR Board of Regents

BoS LSU Board of Supervisors

OAA Office of Academic Affairs

UCCC University Courses and Curricula Committee

OR Office of the Registrar

SACSCOC The Commission on Colleges and Universities also known as Southern Association of Colleges & Schools Commission on Colleges

III. DEFINITIONS

CIP Code: taxonomy developed by the U.S. Department of Education; used nationally to support the accurate tracking and reporting of academic programs.

Clinical: Site-based learning activities in which students are working and are observed/assisted/evaluated by supervisors, instructors of record, preceptors, coaches or other individuals to determine that course and program requirements have been addressed.

Concentration: Defined by the Board of Regents as an alternative track of courses within a major, accounting for at least 30% of the major requirements, but not exceeding 49% of the major requirements

Credit Hour: A credit hour is an amount of work represented in intended learning outcomes and

verified by evidence of student achievement that is an institutionally established equivalency.
Curriculum: listing of requirements for a degree program including required and elective courses, required program activities, and assessments.

Degree Program: A grouping of campus-approved courses and requirements that, when satisfactorily completed by a student, will entitle the student to a degree from a public institution of higher education.

General Education program: The fundamental idea of the core curriculum is that students develop, across the undergraduate curriculum, the practical and intellectual capacities associated with integrative learning in preparation for higher post-baccalaureate competence and functionality by addressing the six core areas defined by the Board of Regents (English composition, Arts, Humanities, Mathematics, Science, and Social Sciences).

Independent Study: a form of study initiated by the students, which expands their knowledge in a particular area of interest and is conducted under the supervision of a faculty member knowledgeable in the area of study.

Internship: a paid or unpaid learning experience that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships are typically one-time work or service experiences related to a student's major or career goal. The internship plan generally involves a student working in a professional setting under the supervision and monitoring of practicing professionals and faculty.

Lecture: a presentation by a member of the faculty on a particular subject given in order to teach students about that subject.

Laboratory/Studio: an active learning environment where students conduct research, experiments, or the application of professional techniques under the supervision of a member of the faculty.

Lower-level Courses: courses that are at the 1000- and 2000-levels.

Major: part of a degree program which consists of a specified group of courses in a particular discipline or field, usually consisting of 25% or more of total hours required in an undergraduate curriculum.

Method of Delivery: The principal method by which instruction is delivered to include: competency-based education (all forms), distance education, hybrid and face-to-face instruction.

Minor: part of a degree program which consists of a specified group of courses in a particular discipline or field, usually consisting of 15% or more of total hours required in an undergraduate curriculum.

Option: an alternative track of courses within a Major, accounting for 50% to 80% of the Major requirements.

Practicum: a course of study in a specialized field of knowledge, which is designed to give students supervised practical application of previously studied theory.

Recitation: a breakout session from a lecture course in which students meet in smaller groups each

week for a designated amount of time.

Research Study: a form of research initiated by the students, which expands their knowledge in a particular area of interest and is conducted under the supervision of a faculty member knowledgeable in the area of study.

Seminar: a form of academic teaching, involving small groups, in which students are required to engage in an advanced level of critical analysis and discussion during meetings with an instructor.

Upper-level Courses: courses that are at the 3000- and 4000-levels.

IV. GENERAL POLICY

The faculty is responsible for recommendations concerning the University's course offerings and curricula. The approval procedures for these recommendations differ by the type of action involved. Additions, changes, and terminations of undergraduate and graduate curricula, certificates, concentrations, options, minors, and courses may be made only after careful consideration of the educational and fiscal effects of these proposed changes on the university and its overall mission.

The Office of Academic Affairs requests Colleges submit new planned programs and program terminations annually in accordance with the Board of Regents' academic planning process. Additions, changes, and terminations of courses and/or curricula may be made only after notification to students whose programs of study might be affected and after approval by appropriate university officials, and as required, the LSU Board of Supervisors (BoS), Board of Regents (BoR), and/or The Commission (Southern Association of Colleges and Schools Commission on Colleges; SACSCOC) (see Policy Statement : Reporting Substantive Change to SACSCOC). Any additions, changes, or terminations involving curricula, concentrations, and/or minors are effective upon publication of the next LSU New Orleans Catalog, provided that students who are proceeding legitimately under the relevant guidelines of an earlier catalog are accommodated so as not to delay completion of degree requirements.

No changes in courses or curricula may be made without review and approval by all appropriate faculty and administrative officers as stipulated in this document. Departments must adhere rigidly to course and curricular descriptions as approved until the descriptions are formally changed and may not, for example, adjust the course title, hours of credit, contact hours, or subject matter as indicated in the concise catalog statement. The Office of the Registrar and the Graduate School may make minor edits to proposals during the approval process to ensure consistency with university policies and standards.

V. PROCEDURES

All actions involving undergraduate and graduate courses and curricula are considered by the University Courses and Curricula Committee after consideration by the relevant college/school committee. All actions involving graduate curricula are also considered by the Graduate Council, prior to consideration by the University Courses and Curricula Committee. In order to facilitate the work of the University Courses and Curricula Committee and to ensure accuracy of changes in the LSU New Orleans General Catalog, recommendations regarding courses or curricula must be accompanied by the appropriate proposal.

VI. UNIVERSITY COURSES AND CURRICULA COMMITTEE CHARGE

- A. To approve or disapprove, after review, proposals to add, drop, or change courses and curricula submitted by colleges/schools or referred by the Office of Academic Affairs (OAA);
- B. To notify the appropriate departments, colleges/schools, and OAA regarding all decisions reached by the committee and to make recommendations concerning needed clarification, coordination, or study of the implications of proposed changes;
- C. To consult, when deemed appropriate, with departments that appear to be affected by proposed changes in courses and curricula;
- D. Departments may appeal decisions made by the committee. If the appeal is supported by the college curriculum committee, the matter shall be sent directly to the Faculty Senate for final determination and placed on the agenda of the Faculty Senate for their next regularly scheduled meeting; and
- E. To conduct on its own initiative continuing studies of courses and curricula and to make recommendations to departments concerned and to the Provost and Senior Vice President of Academic Affairs concerning changes that appear to be desirable and that appear to require study by specific departments concerned or by special committees appointed for that purpose.
- F. Specific procedures to submit requests for additions, changes and terminations of courses and/or curricula may be found in Academic Affairs Operational Procedure 2 which supports the operation of the University Courses and Curriculum Committee.

VII. SOURCES

[SACSCOC Policy Statement : Reporting Substantive Change to SACSCOC](#)

[Academic Affairs Operational Procedure 2: University Courses and Curriculum Operation](#)