

From: <http://sacs.nicholls.edu/admins/NSU Policy and Procedure Manual.doc>

5.8.9 Academic Program Development and Changes

Specific information about such topics as academic program changes can be found in Board of Regents memoranda on file in the Office of the Provost and Vice President for Academic Affairs.

5.8.9.1 Curriculum Development

Faculty have the primary responsibility for curriculum, including course additions, deletions, or modifications, and program additions or modifications. These additions and modifications may involve Board of Regents approval. Faculty should be aware of the complete process from the department level to the Board of Regents (Section 5.8.9.2). Knowledge of time limitations is crucial for a successful conclusion to the process.

In most cases, a curriculum proposal is developed intra-departmentally. The college curriculum committees review the proposal and either approve it by sending it on to the Dean or sending it back to the Head with suggested modifications. The Dean may return the proposal to the committee for further modification or send it on to the Courses and Curriculum Committee or the Graduate Council as required.

After review by the Graduate Council or appropriate committee, the proposal may be returned to the appropriate Dean for modification. The committees may also schedule hearings with specific Department Heads or faculty proposing changes in order to obtain further information. Upon approval by the committee, a recommendation is forwarded to the Faculty Senate.

The Senate votes on the proposal and forwards its recommendation to the Provost and Vice President for Academic Affairs. The Provost and Vice President for Academic Affairs makes final disposition of the proposal and notifies the Senate of the recommendation. More detailed information of the responsibilities in the routing process for curriculum changes is found in the *Courses and Curriculum Procedures* document.

Approximate deadlines for the steps described above are as follows. These deadlines are necessary in order to make the publishing deadline required by the *University Bulletin*:

- Proposals should go from the committees to the Deans for distribution to the appropriate committees on or before the third week in September.
- The Courses and Curricula Committee is required to submit proposals to the Faculty Senate on or before the fourth week in November for action by the Senate at its December meeting.
- Exact dates for proposal submissions are established by the Courses and Curricula Committee each year.

5.8.9.2 Modifications to or Creation of Degree Programs

The Board of Regents for the State of Louisiana has the authority to grant Program and Curriculum Changes for Louisiana Colleges and Universities. Guidelines for “requests to offer a new program” and “requests to revise or eliminate an existing program and/or administrative unit” were modified in February 1990 in a memorandum sent to all system and campus Vice-Presidents and Vice-Chancellors for Academic Affairs.

The first step in the method for proposing these changes is the “Letter of Intent.” It is important for all faculty members to realize that

- the letters of intent must contain specific information about descriptions of proposed programs, needs for proposed programs, estimated student enrollment for proposed programs, faculty criteria for proposed programs, library and special resource needs for proposed programs, facility and equipment needs for proposed programs, administration for proposed programs, and costs for proposed programs;
- the letters of intent must be filed 12 months in advance of proposals for baccalaureate, master’s, specialist, and doctoral programs, and 90 days in advance for certificate and associate programs. (Only under unusual circumstances will the Board of Regents waive these time requirements.)
- the letters of intent are valid for three years after the date of submittal to the Board of Regents.

Specific requirements and forms for letters of intent and proposals are available from the Provost and Vice President for Academic Affairs.