# University Policy and Procedure Change Form

Please complete this form to submit new policies and procedures or revisions to existing ones for official publication in the NSU *Policy and Procedure Manual*. Forward the completed form to James Bryant Smith, Chair of the Policy and Procedure Committee email: james.smith@nicholls.edu

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| --- | --- |
| [ ]  **New** [x]  **Revised** | Section Number/Title: 1.16.2.3 Courses and Curricula Committee  |
| **Effective date**: |  |
| **Source of Change:** | [ ]  Policy change initiated by statute or rule from the State of Louisiana, the Board of Regents, or the University of Louisiana System Board of Supervisors[ ]  Policy change that are the result of activities by the policy or procedure-making bodies of the University through the President’s Cabinet[x]  Informational change that does not need to be cleared with policy or procedure-making bodies |
| **Office of origin**: | Courses and Curricula Committee  |
| **Key contact person:** | Dr. Kristina Allemand  |
| **Name and location of related documents (forms, guidelines, samples, etc.):*****Provide electronic attachments when possible*** |  |
| **Policy/procedure applies to (check all that apply)**: | [ ]  Faculty members[ ]  Civil service employees [ ]  Professional/administrative staff[ ]  Students[x]  All of the above |
| **Submitted by:** |  |

**REASON FOR CHANGE:** The current procedure is inaccurate. The Courses and Curricula Committee voted and unanimously approved this change on 10/5/2021.

**PROPOSED CHANGE:**

FROM: Duties/ Procedures:

* Convened by the chair once a semester and otherwise as needed.
* Review, coordinate, and encourage cooperation within the academic units of the University.
* Call for Catalog change submissions from all departments.
* Review all undergraduate course and curricula changes prior to making recommendations for acceptance or rejection of each.
* Coordinate with University staff responsible for preparation of the Undergraduate/Graduate Catalog.
* Submit recommendations to Faculty Senate for action.

TO: Duties/ Procedures:

* Convened by the chair weekly in the fall semester and by the Provost & Vice-president for Academic Affairs as needed in the spring semester.
* Review, coordinate, and encourage cooperation within the academic units of the University.
* Call for Catalog change submissions from all departments.
* Review all undergraduate course and curricula changes prior to making recommendations for acceptance or rejection of each.
* Coordinate with University staff responsible for preparation of the Undergraduate/Graduate Catalog.
* Submit recommendations to Faculty Senate for action.

Reviewed: \_\_\_\_\_\_N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President for Student Affairs

Reviewed: \_\_\_\_\_\_ N/A\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Vice President for Finance and Administration

Reviewed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Provost and Vice President for Academic Affairs

Approved: \_\_\_\_\_\_

 President

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| --- | --- |
| ***For PPM Committee use only:*** |  |
| **Date Reviewed by PPM Committee** |  |
| **Date Approved by President’s Cabinet** |  |
| **President’s Approval (signature) obtained** |  |
| **Addition/Revision to P&P Manual (date, Section, made by)** | Date:      Section:      Made by:       |
| **Date of Campus Notification** |  |