# 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**  **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  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  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** |  |