



## Add and New Course

Original Adoption: June 1, 2007  
 Effective Date: June 1, 2007  
 Last Revision: August 20, 2014

**Instructions:**

1. Lead Academic Officers will complete Section 1 below and submit form to the Vice President for CTE/Curriculum Data Entry Operator.
  - a. Lead Academic Officers will also submit the Curriculum Revision Proposals and required forms.
2. Vice President for CTE/Curriculum Data Entry Operator will complete Section 2 of the form.
  - a. New Course information must be input in CIS and then into LTC Production Systems.
  - b. All approved Curriculum Revision Proposals and Forms will be filed with LCTCS.

Section 1: Academic Officer Input	Section 2: Vice President for CTE and/or Curriculum Data Entry Operator
Program Name: _____	Approved CIP _____
CABBR/No. _____	Department _____
Course Title: _____	Cost Factor _____
Credit Hours: Lec _____ Lab _____ Total _____	First Semester in Use _____
Clock Hours: Lec _____ Lab _____ Total _____	Last Semester in Use _____
	Active Flag _____

*Policy Reference:* Louisiana Technical College Policy No. IS100.1  
 Louisiana Board of Regents (BoR)  
 Council on Occupational Education (COE)  
 LCTCS Policy #1.034 Participatory Curriculum Development  
 LTC Form IS100.11 Curriculum Revision Justification  
 LTC Form IS100.02 Curriculum Revision Proposal

Approved:

Dianne Clark  
 Interim Director