



Curriculum Revision Proposal

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

Refer to the NWLTC Curriculum Development/Revision Process Policy and Flow Chart for curriculum scope and timelines.

Instructions to Faculty:

- Use the check-box system below to propose changes, additions, and/or deletions in current (web) curriculum documents; e.g. curriculum outline and/or each course syllabus.
- Submit copies of web documents with proposed revisions **in red**. “Electronic” submission is preferred.
- Attach to this form all proposed revised curriculum document(s) and justifications where noted below.
- Signatures are to be applied to each curriculum revision proposal form being submitted.
- Retain copies for your files; submit originals to your Regional Curriculum Committee Representative by November 1st.

Program Area: _____ **Course Abbr./No.** _____

Check off all areas being proposed for revision. Use only one form for each course syllabus.

CURRICULUM OUTLINE INFORMATION:	COURSE SYLLABUS INFORMATION:
<input type="checkbox"/> Change in Program Description <input type="checkbox"/> Deletion of Course from Outline Abbr./No: _____ (Attach Justification) <input type="checkbox"/> Exit Point(s) on Outline: <input type="checkbox"/> TCA <input type="checkbox"/> CTS <input type="checkbox"/> Addition of Exit Point <input type="checkbox"/> Deletion of Exit Point <input type="checkbox"/> Change in Current Exit Point (Attach Justification) <input type="checkbox"/> Change in Total Curriculum Hours: <input type="checkbox"/> Clock and/or <input type="checkbox"/> Credit Hours <input type="checkbox"/> Change in Course Attributes on Outline: <input type="checkbox"/> CABBR (Course Attachment) <input type="checkbox"/> Course Number <input type="checkbox"/> Course Name/Title <input type="checkbox"/> Course Credit Lecture Hours <input type="checkbox"/> Course Credit Lab Hours <input type="checkbox"/> Course Credit Total Hours <input type="checkbox"/> Course Clock Total Hours <input type="checkbox"/> Addition of New Course in Outline* <input type="checkbox"/> Other: _____	<input type="checkbox"/> Revision of Current Course Syllabus Areas Addressed: <input type="checkbox"/> CABBR (Course Abbreviation) <input type="checkbox"/> Course Number <input type="checkbox"/> CIP <input type="checkbox"/> Course Title <input type="checkbox"/> Credit Lecture Hours <input type="checkbox"/> Contact Lecture Hours <input type="checkbox"/> Credit Lab Hours <input type="checkbox"/> Contact Lab Hours <input type="checkbox"/> Credit Total Hours <input type="checkbox"/> Contact Total Hours <input type="checkbox"/> Course Description <input type="checkbox"/> Course Competencies <input type="checkbox"/> Course Objectives <input type="checkbox"/> Pre Requisites <input type="checkbox"/> Co-Requisites <input type="checkbox"/> Addition of New Course Syllabus* (attach new syllabus)

***The “Add a New Course” form must be completed by Lead Academic Office**

_____ Faculty – NWLTC Curriculum Committee Member (Attach a faxed copy of the committee members)	_____ Date	_____ Program Advisory Board Chair	_____ Date
_____ Chief Academic Officer or Designee	_____ Date	_____ SME (if applicable)	_____ Date
_____ Vice President of CTE	_____ Date	_____ Other (if applicable)	_____ Date

Policy Reference: Louisiana Technical College Policy No. IS100.2
Louisiana Board of Regents (BoR)
Council on Occupational Education (COE)
LCTCS Policy #1.034 Participatory Curriculum Development
LTC Form IS100.1 Add a New Course
LTC Form IS100.2 Curriculum Revision Justification

Approved:

Dianne Clark
Interim Director