

**LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM**  
**Policy # 1.024**

**Title: NEW PROGRAM REQUESTS AND CURRICULUM MODIFICATIONS**

<u>Authority:</u> Board Action	<u>Original Adoption:</u>	12/12/01
	<u>Effective Date:</u>	12/12/01
	<u>Revision:</u>	Initial

**Policy Statement:**

Curricula originates from the colleges. Creation of new curricula must be justified on the basis of the needs and opportunities of the state, region, industry, and students served by the college. In determining the curricula to be offered in the LCTCS, the Board of Supervisors shall take cognizance of the varying needs of the communities served throughout the state of Louisiana and the substantiated requests of interested industry, students, and other stakeholders.

**Scope:**

A new program that includes content in a discipline or field not currently offered by the institution requires approval as a new program and the associated National Center for Education Statistics (NCES) Classification of Instructional Programs (CIP) code. Curriculum or program modifications require approval if the percentage of change meets or exceeds 25% of the required coursework. In addition, curriculum modifications require approval if there is a change in the percentage of online delivery.

**New Programs:**

All LCTCS institutions proposing new programs that lead to the awarding of a(n) associate degree, diploma, certificate and technical competency area shall submit proposals to the LCTCS Vice President of Academics and Student Affairs for study and recommendation to the LCTCS President and LCTCS Board of Supervisors. Proposals for new academic programs should address the criteria outlined in the LCTCS New Academic Program and Curriculum Modification Form (see below). The LCTCS Board of Supervisors must approve for LCTCS institutions all new programs.

The Louisiana Board of Regents (BOR) must ratify the approval of all associate degrees, Certificate of General Studies (C.G.S.), and Certificate of Applied Studies (C.A.S.) at its next regularly scheduled meeting following approval by the LCTCS Board of Supervisors. The Technical Diploma (T.D.), Certificate of Technical Studies (C.T.S.) and Technical Competency Area (T.C.A) do not require ratification by the Louisiana BOR. Upon approval by the LCTCS Board of Supervisors, all programs require reporting to the Louisiana BOR for addition to the Curriculum Inventory (CRIN).

### **Modifications:**

In order to enhance the System's responsiveness to business and industry and to each college, curriculum or program modifications (including extensions of existing programs to an off-campus site) that impact/involve less than 25% of the coursework do not need to submit a program modification requests to the LCTCS Vice President of Academics and Student Affairs. Curriculum modifications requiring changes to 25% or more of the coursework needed to complete the LCTCS New Program and Curriculum Modification form to the LCTCS Vice President of Academics and Student Affairs.

Program modifications that involve a percentage of a program being delivered online must submit proposals to the LCTCS Vice President of Academics and Student Affairs for study and recommendation to the LCTCS President and LCTCS Board of Supervisors. The Louisiana Board of Regents (BOR) must ratify the approval of all programs that change in online delivery. The types of delivery are traditional (< 50%), hybrid (50% < 99%), and online (100%).

The standard number of hours for an associate degree is 60. In some situations (e.g., accreditation requirements), hours may range from 60-72. Any modification that increases required hours for an associate degree to more than 60 must be approved by the LCTCS Board of Supervisors.

### **Guidelines for LCTCS New Academic Program and Curriculum Modification:**

- [Form for LCTCS New Academic Program and Curriculum Modification Form](#)