

REQUEST TO **RENUMBER** A COURSE OR **CHANGE RUBRIC**

(SUBMIT ONLY 1 COPY OF EACH REQUEST)

FORM R		
ADMINISTRATIVE USE ONLY		
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Effective: _____		

Department: _____ Date: _____

College: _____

Course Title: _____

CURRENT course rubric & no. _____

PROPOSED course rubric & no. _____

List all pages in the *LSU General Catalog* where the course appears: (attach extra sheets if necessary)

NOTES:

- * This form may only be used to change a course number and/or rubric.
- * New course numbers cannot have been used for any other course during the previous 10 years.
- * The first digit of a course number may not be changed. For example, a 4000-level course cannot be given a number at any level other than the 4000-level.
- * This form **CANNOT** not be used to make changes to course titles, descriptions, contact or credit hours, prerequisites, or any other substantive characteristics of a course.
- * This form authorizes the replacement of the old course rubric and number with the new course rubric and number wherever the old rubric/number appears, including all:
 - Course descriptions (prerequisites, co-requisites, cross-listings, etc.)
 - Curricula, descriptions of curricula and degree audits.
 - Concentrations, descriptions of concentrations and degree audits.
 - Minors, descriptions of minors and degree audits.
 - The General Education course list.

ATTACH JUSTIFICATION FOR REQUEST TO CHANGE COURSE NUMBER AND/OR RUBRIC

APPROVALS:

Department Faculty Approval Date _____

College Faculty Approval Date _____

Department Chair's Signature (Date)

College Dean's Signature (Date)

Graduate Dean's Signature (Date)
(for 4000 level and above)

Chair, FS C & C Committee (Date)

Academic Affairs Approval (Date)

Instructions for [Form R](#) · Request to Renumber or Change Rubric

NOTE: Previously when the number and/or rubric of a course was being changed, Form A and Form B were required to add the course with the new number/rubric and to drop the course with the original number/rubric.

This form is intended to speed C&C consideration of non-controversial technical changes in course rubrics and numbers. The Courses and Curriculum committee generally has few pedagogical objections to a change in the rubric and/or number of a course, so long as the following guidelines are met:

New **rubrics** must be four or fewer letters, and should not:

- * be in use by another program
- * be easily confused with other departments or programs
- * lend themselves to objectionable or offensive interpretations

A change in course **number**:

- * cannot change the level of the course (Courses may not move from the 1000-level to the 3000-level, or from the 4000-level to the 3000-level)
- * should not break a cross-listing (cross-listed courses should have the same number whenever possible)

Any action which implies a substantive change in course content- such as a change in course level – cannot be requested with this form. Such actions are subject to greater scrutiny by the C&C committee, and may have serious ramifications for other departments and programs.

Given the extensive administrative effort involved in changing course rubrics and numbers, and the accompanying potential for confusion and error, departments must **attach** a compelling **justification** for their proposal. Departments are also required to report **every reference** to the old course number/rubric in the most recent edition of the *LSU General Catalog*.