

REQUEST FOR ADDING, CHANGING, SUSPENDING OR DROPPING A GRADUATE CONCENTRATION

FORM E			
ADMINISTRATIVE			
USE ONLY			
	CAT		TABLE
	UCON		NOLIJ
	ADM		

Effective: _____

Department/School _____ Date _____
 Name of Concentration _____ Type of Degree _____
 Name of Curriculum/Major _____

ATTACH RESPONSE or LETTER OF SUPPORT from any departments/schools affected [i.e. any department/school whose course(s) are to be added/dropped or any programs that seem duplicative.]

ACTION (check appropriate box):

- () **ADDING:** The entire new *General Catalog* concentration description must be typed on plain sheets and attached to Form E.
- () **CHANGING:** Regardless of whether all semesters of a concentration are to be changed or only parts, the present and proposed *General Catalog* concentration description should be attached on separate pages. On the *Present* concentration outline, use ~~strikeout~~ to identify deletions and on the *Proposed* outline, **highlight** areas to identify additions.
- () **SUSPENDING:** Provide an adequate explanation for suspending the concentration on plain sheets and attach.
- () **DROPPING:** Provide an adequate explanation for dropping the concentration on plain sheets and attach.

CONCENTRATION

PRESENT

PROPOSED

Total semester hours in current concentration: _____	Total semester hours in proposed concentration: _____
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Proposal Routing Procedure in accordance with PS-45

Submit proposals to the Graduate Council via Ashley Collins (graduatecouncil@lsu.edu). All approved proposals will be forwarded to the next appropriate level in the routing process. See [guidelines](#) on Academic Affairs website.



Departmental C&C Approval Date _____

Graduate Council Approval Date _____

Departmental Chair Signature _____ (DATE)

Graduate Dean Signature _____ (DATE)

College C&C Approval Date _____

College Dean Signature _____ (DATE)

FSC&C Chair Approval _____ (DATE)

Dates of all committee approvals must be recorded. The committees will not consider proposals that have not been approved by the college/departmental/Grad Council curriculum committees.

Office of Academic Affairs Approval _____ (DATE)

INSTRUCTIONS FOR FORM E: Adding, Changing, Suspending, or Dropping a Graduate Concentration

The proposal will be delayed if the form is not filled out in its entirety. This includes the justification and the *General Catalog* concentration description. Letters of support from affected units are also required.

Attach justification for all actions: Use separate sheet. If the **justification** is deemed insufficient, it will cause a delay in the approval process for the proposal. For new concentrations, justifications should provide evidence of need, i.e. student demand or current/evolving needs of the region, State, and/or the University.

A *graduate concentration* is an intensive study of a subject within the major field (at least 30% of the major requirements). The **General Catalog concentration description**, provided on a separate page, is what will be used in the *General Catalog*. It is important to include as much information as the unit would like to convey to the student, including not only the entire course outline but explanatory information regarding the concentration.

The department should consider the length of time necessary to obtain final approval of a program. After being reviewed by the departmental and college faculty, this proposal must also be reviewed by the Graduate Council and then by the FSC&C Committee. Hence, requests should be submitted early enough to obtain final approval before the desired effective date. Changes to concentrations generally take effect with the publication of the next *General Catalog*.

When designing the concentration layout, be sure that prerequisites of courses fall in natural progression and that courses are offered in regular intervals, i.e. fall, spring, summer.

Be sure to describe the requirements of the concentration such as a given number of hours in specified courses; a satisfactory level of performance on a specialty area of a major examination such as the master's examination or a doctoral preliminary or general examination; certification by the student's full advisory committee, etc.

If establishing a new graduate concentration:

Submit **this Form E**, a **justification**, and the **General Catalog concentration description (including the course layout)**.

If changing a graduate concentration:

Regardless of whether the entire concentration is to be changed or only parts, the present and proposed **General Catalog concentration description** should be attached on separate pages. On the PRESENT outline, use ~~strikeout~~ to identify deletions and on the PROPOSED outline, **highlight** areas to identify additions. Indicate the present and proposed total semester hours. Departments must give an adequate explanation of the requested changes on a separate sheet.

If suspending or terminating a graduate concentration,

Submit **this Form E** along with a brief **justification**. When a concentration is dropped or suspended, students already in the program are allowed to finish their degree. However, no new students will be admitted. When requesting reactivation of a suspended concentration, departments should submit a new Form E. Indicate on the form that a suspended concentration is to be reactivated. If a significant amount of time has passed, departments should check the current *General Catalog* to ensure that the program meets all current requirements and that no required courses have been dropped.

SAMPLE CONCENTRATION OUTLINE

The outline below details the department's proposal to delete the required course, XXX 4000, in the present outline and replace it with XXX 4001 in the proposed outline. In this particular case, no changes in the total credit hours are needed.

PRESENT

The concentration in XXXXX allows students the opportunity to acquire philosophical skills and backgrounds in XXXXX. Each student will be required to work with a faculty mentor who works in the field of XXXXX. Thesis students will be expected to write a thesis that includes a significant component of XXXXX. As examples of such components, consider XXXXX, XXXXX, XXXX. Non-thesis students will be required to include their faculty mentor on their non-thesis committee and will be asked questions about XXXXX in their non-thesis oral exam.

The thesis option requires 30 semester hours of graduate work, 24 of which must be in coursework and 6 of which must be in thesis work. At least 15 of these 30 hours must be at the 7000 level or above: typically three 7000-level seminars (9 hours) plus thesis research (6 hours).

Semester 1
XXX 7000 M.A. Seminar (3)
~~XXX 4000 (3)~~
XXX 7001 (3)
Total Semester Hours: 9

Semester 2
XXX 7000 M.A. Seminar (3)
XXX 7231(3)
XXX 7232 (3)
Total Semester Hours: 9

Semester 3
XXX 7000 M.A. Seminar (3)
XXX 7230 (3)
XXX 8000 Thesis Research (3)
Total Semester Hours: 9

Semester 4
XXX 8000 Thesis Research (3)
Total Semester Hours: 3

The non-thesis option requires 36 hours of coursework. To complete the degree in two years, the non-thesis student must take four 7000-level philosophy seminars plus two additional 7000-level courses.

Semester 1
XXX 7000 M.A. Seminar (3)
~~XXX 4000 (3)~~
XXX 7001 (3)
Total Semester Hours: 9

Semester 2
XXX 7000 M.A. Seminar (3)
XXX 7231(3)
XXX 7232 (3)
Total Semester Hours: 9

Semester 3
XXX 7000 M.A. Seminar (3)
XXX 7230 (3)
XXX 7240 (3)
Total Semester Hours: 9

Semester 4
XXX 7000 M.A. Seminar (3)
XXX 7250 (3)
XXX 7251 (3)
Total Semester Hours: 9

For non-thesis students, an oral examination will be conducted in their final semester based on work that they have accomplished in the program. At the beginning of the fourth semester, the student will submit to the advisor three substantial papers that have been written for three different professors in three different classes while in the program.

PROPOSED

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XXX 7000 M.A. Seminar (3)
XXX 4001 (3)
XXX 7001 (3)
Total Semester Hours: 9

Semester 2
XXX 7000 M.A. Seminar (3)
XXX 7231(3)
XXX 7232 (3)
Total Semester Hours: 9

Semester 3
XXX 7000 M.A. Seminar (3)
XXX 7230 (3)
XXX 8000 Thesis Research (3)
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