



**THE FOLLOWING DOCUMENTS MUST BE ATTACHED TO THIS FORM WHEN SUBMITTED:**

- 1. COURSE DESCRIPTIONS:** from current year LSCC catalog and the new modified course description.
- 2. COMPLETE NEW MODIFIED COURSE SYLLABUS**
- 3. “LAB/SUPPLY OR OTHER FEE APPROVAL FORM”** (required only if a current fee is being changed or if a new fee is being initiated – form is available in current curriculum handbook hardcopy or intranet) indicating how all course fees were determined and what they will specifically be used to purchase as required for state auditing.

<b>Complete only for changes:</b>	Textbook Required: Y _____ N _____
Author: _____	_____
Title _____	Edition: _____
ISBN# _____	Publisher: _____
Copyright yr: _____	

Originator (print name) \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Originator (print name)

**The Department Chair signature indicates that notice of this recommendation has been sent to all full-time faculty in that discipline.**

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Dean-General Education & Transfer Programs \_\_\_\_\_ Date: \_\_\_\_\_

Dean –Career & Technical Programs: \_\_\_\_\_ Date: \_\_\_\_\_

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The following signatures indicate approval and recommendation by the Curriculum Committee to the Vice Pres. and President:

Curriculum Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Curriculum Vice-Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Vice President-Academic & Student Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

President: \_\_\_\_\_ Date: \_\_\_\_\_