

The School of Liberal Arts Curriculum Committee Operating Procedures

Please submit the following to the Committee via Nicole Westerfield (nicole@tulane.edu):

- A) Electronic version of the Course Proposal Form and all supporting documentation (i.e., SACS formatted syllabus, major/minor change justification, revised catalog entries, etc.). In the case of a new course, you should also contact The Registrar's office to make sure the course number you are requesting is available.
- B) One hard copy of all materials **including the Course Proposal Form signed by the appropriate department chair** must be submitted to Nicole Westerfield, SLA Dean's Office, 102 Newcomb Hall.

The Course Proposal form can be found on the SLA website under faculty forms.

Thank you for your cooperation.