

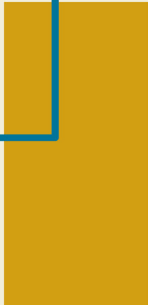
Modern Campus Curriculum



COLLEGE-LEVEL
**COURSE
DELETE
PROPOSAL**

I WANT TO DELETE AN
EXISTING COURSE OWNED BY
THE COLLEGE

Training Guide



Course Delete Proposal Pre-Submission

1 Write your **JUSTIFICATION**

When proposing the closure of a course, a detailed justification is required. This justification should address the rationale for closure, including factors such as low enrollment, resource constraints, strategic realignment, or shifting student or workforce demand. It should also outline plans for current students to ensure minimal disruption to their academic progress.

2 Run an **IMPACT REPORT**

Before submitting a proposal to close a course, it is essential to run an impact report in Modern Campus Curriculum. This report identifies all courses, programs, and other curricular elements that may be affected by the course removal. Reviewing this information ensures that dependencies are addressed, necessary revisions are made, and no unintended disruptions occur within the broader curriculum.

The screenshot shows the 'Reports' section of the Modern Campus Curriculum interface. The 'Reports' menu item is circled in blue. Under 'Detail Reports', the 'Impact Report' option is circled in blue. To the right, the 'Impact Report' form is displayed, featuring a title bar with a close button (x), a descriptive paragraph, and instructions. The 'Refine Report' section includes 'Prefix*' and 'Code*' input fields. Below these is an 'External system*' section with a circled 'Add External System' button and a 'Submit Report' button at the bottom.

3 Select **Add External System**

Select Add External System, choose ****AY-AY LSU General Catalog ** IN PROGRESS**, and the report will be emailed to you.

Course Delete Proposal Submission Steps

1. From your Dashboard, click the **New Proposal** button

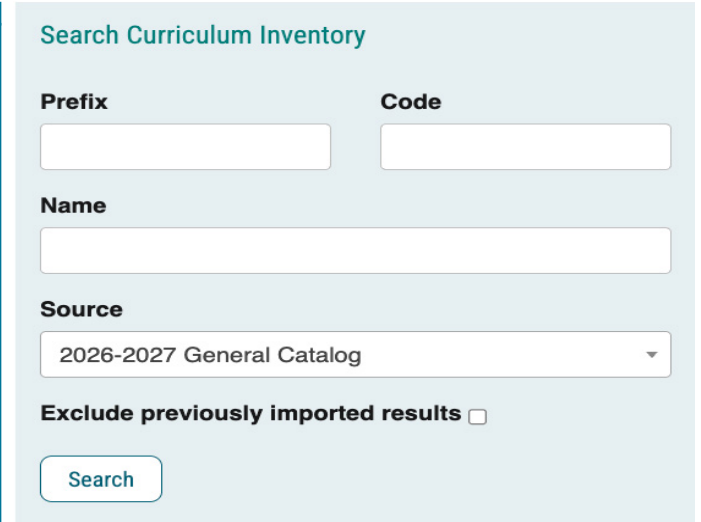


2. Locate the **General Catalog Course Delete - CollegenForm** and select the **CHECK ICON** to start

A screenshot of a web interface showing a course selection screen. At the top, it says "2027-28 General Catalog Course Delete- College". Below this is a row of ten circular icons, with the first six filled and the last four empty. Below the icons, it says "6 mandatory 10 total". On the right side, there is a share icon and a checkmark icon in a circle.

3. Complete the **CURRICULUM INVENTORY FIELDS**
(You must provide one of the following)

- 3a. **PREFIX (Rubric)** or
COURSE NUMBER (CODE) or
COURSE NAME
- 3b. Ensure **SOURCE** is marked as:
*****AY-AY General Catalog***IN PROGRESS******
- 3c. Click Search

A screenshot of a search form titled "Search Curriculum Inventory". It has two input fields for "Prefix" and "Code". Below them is a "Name" input field. There is a "Source" dropdown menu currently set to "2026-2027 General Catalog". There is a checkbox for "Exclude previously imported results" which is unchecked. A "Search" button is at the bottom.


4. Select the correct course by clicking the icon



5. Click **BUILD PROPOSAL**



6. Enter **JUSTIFICATION** (Text Box)

A screenshot of a text box with a rich text editor toolbar. The toolbar includes options for bold (B), italic (I), underline (U), strikethrough (x), text color (T), background color (A), bulleted list, numbered list, link, unlink, and other formatting options. The text box itself is empty.

7. **HIERARCHY OWNER** - Select your **college**

***Note:** Once a course is selected, many fields will automatically populate with current catalog information, ensuring accuracy and reducing manual data entry. Faculty can then review and make necessary updates as needed.

8. Take necessary **COURSE DELETE** actions. After auto-population, review and update the fields as needed to reflect your desired course delete actions.

9. Complete **REQUIRED FIELDS** (Some required fields do not auto-populate. Those are denoted with an asterisk)

10. Select appropriate option: **Is this course offered for graduate credit?**

11. Select appropriate option: **Is this an Integrative Learning Core (ILC) course?**

Course Delete Proposal Continued

12. Select **COLLEGE-LEVEL COMMITTEE**

13. Attach **required supporting documentation**

13a. Notice of program closure submitted to other departments

13b. Click to acknowledge documents have been successfully attached.

14. **LAUNCH** proposal



Validate and Launch Proposal

15. **APPROVE** proposal

15a. Click **DECISIONS** (Dashboard side-bar)

15b. Click **APPROVE PROPOSAL**

What's Next?

Don't Forget to Approve Your Proposal.

After launching, be sure to click "Approve"—the originator always takes the first step. From there, stakeholders can approve, reject, or hold the proposal for revisions.

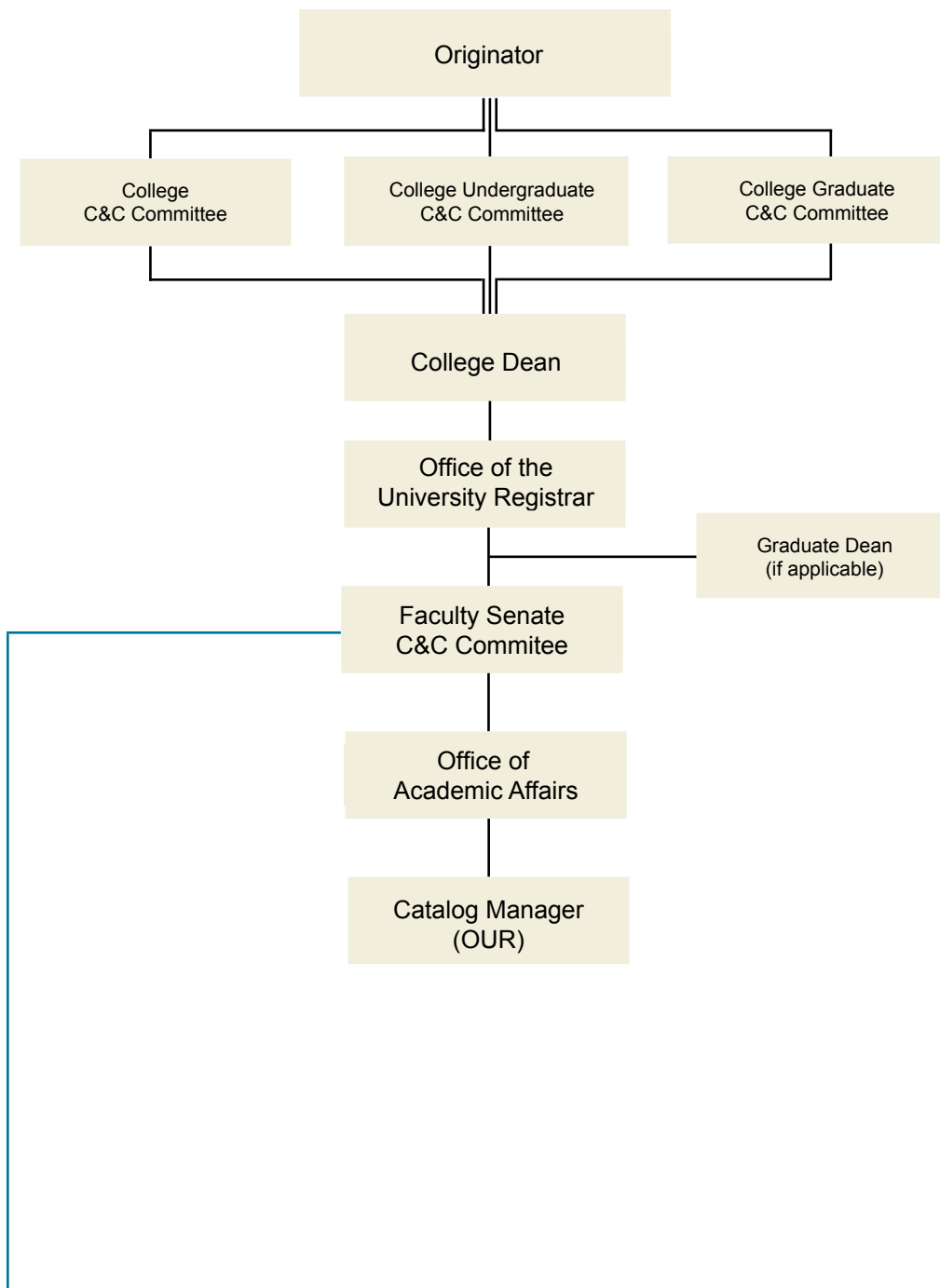
Know the Workflow.

Check the approval workflow to see who will review your proposal and what to expect next. Staying informed helps you track progress and address revisions quickly.

Track in Real Time.

Modern Campus Curriculum lets you see exactly where your proposal is in the approval process. Check the workflow status to track progress, identify pending approvals, and stay informed every step of the way!

Know the Workflow!



Custom Route

The **Faculty Senate Courses and Curriculum (C&C) Committee** can initiate custom routes in Modern Campus Curriculum for new course proposals. In addition to approving or rejecting a proposal, the C&C Committee can conditionally approve (conditionally approved pending specific revisions or additional information before final approval) or request a revise & resubmit (requested to be revised due to significant changes and resubmitted to the Committee before proceeding).

For originators, this means your proposal may follow a customized approval path beyond the standard workflow. Staying informed on its progress will help you anticipate next steps and respond promptly to any revision requests.