

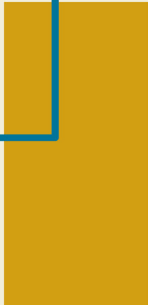
Modern Campus Curriculum



METHOD_{OF} DELIVERY MODIFICATION PROPOSAL

**I WANT TO ADD OR TERMINATE
A MODALITY OPTION**

Training Guide



Method of Delivery Proposal Pre-Submission



NOTE: On-campus modalities must be maintained in order to offer a distance education modality via the department or LSU Online.

1

Contact the Office of Academic Affairs early: UNIVERSITY ACADEMIC PLAN

The Louisiana Board of Regents requires institutions to submit an annual academic plan. Programs included in the approved plan can move forward more efficiently and with fewer administrative requirements than those not listed. The Office of Academic Affairs will send out instructions to faculty in late spring regarding the process for introducing new programs.

Contact Margaret Finch, Assistant Director for Academic Programs, at mvienn4@lsu.edu for questions.

2

Modality Addition

Additional modality options for existing programs require a SACSCOC Substantive Change notification via the Office of Institutional Effectiveness prior to implementation. Additional modalities include departmental web-based and LSU Online options. The SACSCOC Substantive Change submission will occur after all approvals are received.

Contact Claire Sassic Young, Associate Director for Institutional Effectiveness, at csassi2@lsu.edu for questions.

3

Create the TEACH-OUT PLAN

When a modality is terminated, current students may finish their degree, but no new students will be admitted. A teach-out plan must be submitted for SACSCOC approval via the Office of Institutional Effectiveness, along with a justification outlining the rationale and implementation date. **The teach-out plan must be approved by OIE prior to launching a proposal in MC Curriculum.**

The teach-out plan must include the closure date, communication strategy for students, faculty, and staff, and measures to help students complete their degree with minimal disruption or cost. It should address any additional student expenses, include signed agreements with other institutions if applicable, and outline faculty and staff transition plans. Individually identifiable student information should not be included. **The teach-out plan can be found on the [OIE website](#).**


Contact Claire Sassic Young, Assistant Director for Institutional Effectiveness, at csassi2@lsu.edu for questions.

Method of Delivery Proposal Submission Steps

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

 + New Proposal

2. Locate the **Method of Delivery Modification Form** and select the **CHECK ICON** to start



3. Enter **PROGRAM NAME + SEARCH**

Search Curriculum Inventory

Program Type

Program Shared Core

Name

Enter Program Name

Source

2026-2027 General Catalog

Exclude previously imported results

Search

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

5. **HIERARCHY OWNER** - Select your **department**

***Note:** Once a program 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.

6. Make necessary **MODIFICATIONS** - After auto-population, review and update the fields as needed to reflect your desired program modifications.

7. Select intended **MODALITY**

***Note:** Per state law, on-campus modality must be offered at 51% of course work face-to-face, on-campus to offer distance education.

8. Enter **INTENDED IMPLEMENTATION DATE**

9. Select appropriate option: **Is this part of a graduate program?**

10. Attach **required supporting documentation**

10a. Teach-out Plan (Modality Closures)

10b. Click to acknowledge documents have been successfully attached.

11. **LAUNCH** proposal

 Validate and Launch Proposal

12. **APPROVE** proposal

12a. Click **DECISIONS** (Dashboard side-bar)

12b. Click **APPROVE PROPOSAL**

Method of Delivery Proposal Continued

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. See page 4 for details.

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!

