


Modern Campus Curriculum



# **NEW PROGRAM<sub>OR</sub> MINOR PROPOSAL**

I WANT TO PROPOSE A  
NEW PROGRAM OR MINOR

Training Guide



# **New Program or Minor (P/M)**

## **Proposal Pre-Submission**

**1**

### **Contact the Office of Academic Affairs early: UNIVERSITY ACADEMIC PLAN**

The Louisiana Board of Regents requires institutions to submit an annual academic plan. Only programs included in the approved plan each September can proceed to the full proposal stage. 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](mailto:mvienn4@lsu.edu) for questions.*

**2**

### **Contact the Office of Institutional Effectiveness early: SACSCOC COMPLIANCE**

SACSCOC requires institutions to report substantive changes, such as new programs that differ significantly from existing ones, changes in delivery methods, and new instructional sites. To ensure compliance and secure necessary approvals, faculty should contact the Office of Institutional Effectiveness early in the planning process.

*Contact Claire Sassic Young, Associate Director for Institutional Effectiveness, at [csassi2@lsu.edu](mailto:csassi2@lsu.edu) for questions.*

**3**

### **Write your JUSTIFICATION**

When submitting a new program or minor proposal in Modern Campus Curriculum, you'll need to provide a course justification in a designated text box, simply enter your prepared statement. This justification should clearly explain the need for the program or minor and its impact on students. If the proposed program exceeds the standard required hours, be sure to include an explanation in the justification. A well-thought-out justification strengthens your proposal and expedites the approval process!

**4**

### **Gather SUPPORTING DOCUMENTS**

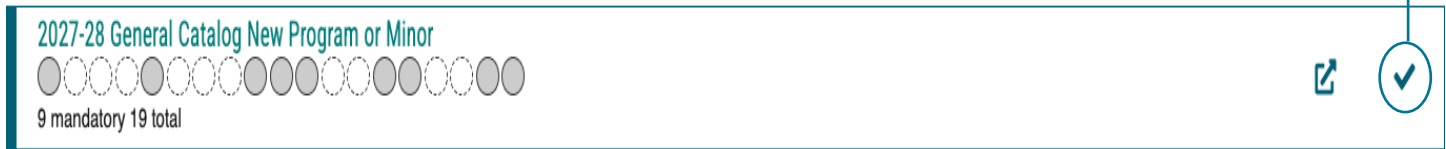
Submitting a new program requires key documents to meet SACSCOC and Board of Regents requirements, including the Board of Regents proposal, assessment plan, budget form, curriculum pathway, SACSCOC faculty roster, and letters of support from industry or other stakeholders. Undergraduate curriculum proposals must also include the Integrated Learning Core (ILC) Form. Preparing these materials in advance streamlines approval and strengthens your proposal. For guidance, contact the Office of Institutional Effectiveness early in the process. These forms can be found at [lsu.edu/mccurriculum](http://lsu.edu/mccurriculum).

# New P/M Proposal Submission Steps

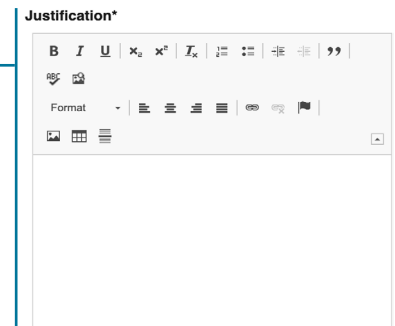
1. From your Dashboard, click the **New Proposal** button



2. Locate the **General Catalog New P/M Form** and select the **CHECK ICON** to start



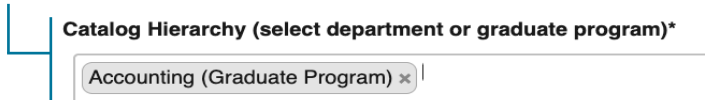
3. Enter **JUSTIFICATION** (Text Box)



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

5. **CATALOG HIERARCHY\*** - Select the **department/college** that will house/own the program or minor

**\*Note:** Be sure to select "Graduate Program" options for any graduate-level programs or minors



6. Select **PROGRAM**

7. Enter program **TITLE**

8. Enter **INTENDED IMPLEMENTATION DATE**

9. Select whether this proposal is for a **PROGRAM** or **MINOR**

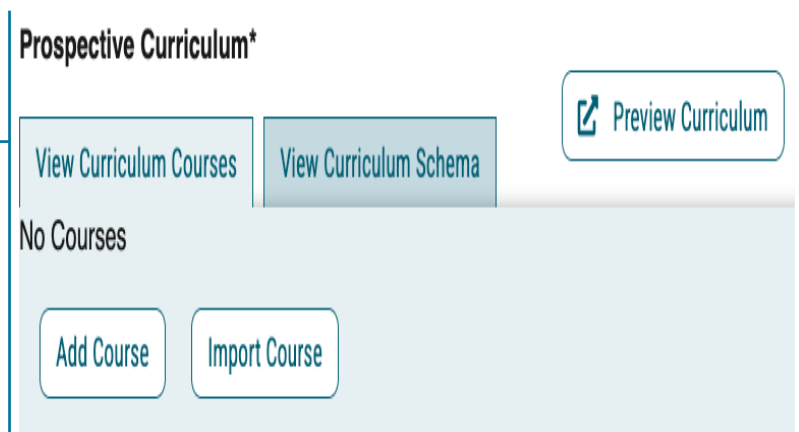
10. Enter **DESCRIPTION** (as will appear in Catalog)

**\*Note:** The General Catalog curriculum description serves as the official program outline for students. It should include explanatory details to effectively convey key program information.

11. Enter **PROSPECTIVE CURRICULUM**

11a. To **ADD** a **NEW** course:

- i. Go to the View Curriculum Courses tab.
- ii. Click Add Course at the bottom of the page.
- iii. Enter the prefix (rubric), code (course number), and course name.
- iv. Click Add Course to add the course.

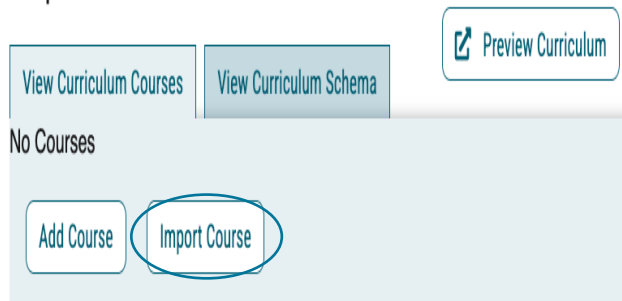


# New P/M Proposal Continued

11b. To **ADD** an **EXISTING** course:

i. Select Import Course; a pop-up window will appear.

Prospective Curriculum\*



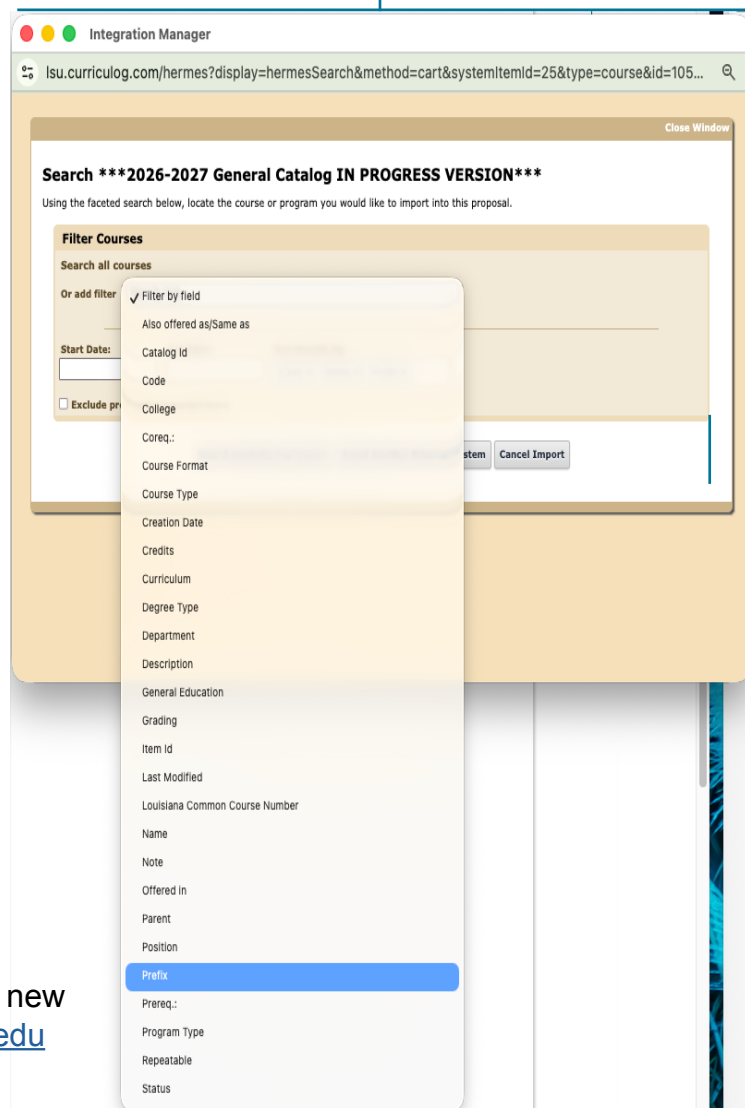
ii. Select \*\*\*"Acalog: \*20XX–20XX General Catalog..." as the external system.

iii. Add Prefix as a filter.

iv. Enter the rubric to search for courses.

v. Click Search Available Curriculum and select the applicable courses.

vi. Click Add Courses to Proposal; the pop-up window will close.



11c. To **BUILD CURRICULUM SCHEMA** for any new program or minor. Contact [curriculum supp@lsu.edu](mailto:curriculum supp@lsu.edu) to schedule assistance.

12. Select **DEGREE PROGRAM/CURRICULUM/MAJOR TYPES** (ex: Bachelors, Certificate, etc.)

13. Select **DEGREE TYPE** to be awarded (ex: Bachelor of Science, Doctor of Musical Arts, etc.)

14. Select appropriate option: **Is this a graduate program or minor?**

15. Select **MODALITY**

16. Select **DEPARTMENT COMMITTEE**

17. Select **COLLEGE-LEVEL COMMITTEE**

# New P/M Proposal Continued

## 18. Attach **required supporting documentation**

- 18a. Board of Regents proposal
- 18b. Board of Regents supplemental form
- 18c. Assessment Plan
- 18d. Budget Form
- 18e. Curriculum Pathway
- 18f. SACSCOC Faculty Roster
- 18g. Letters of support from industry and any other supporting documentation
- 18h. Click to acknowledge documents have been successfully attached.

## 19. **LAUNCH** proposal



**Validate and Launch Proposal**

## 20. **APPROVE** proposal

- 20a. Click **DECISIONS** (Dashboard side-bar)
- 20b. 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.

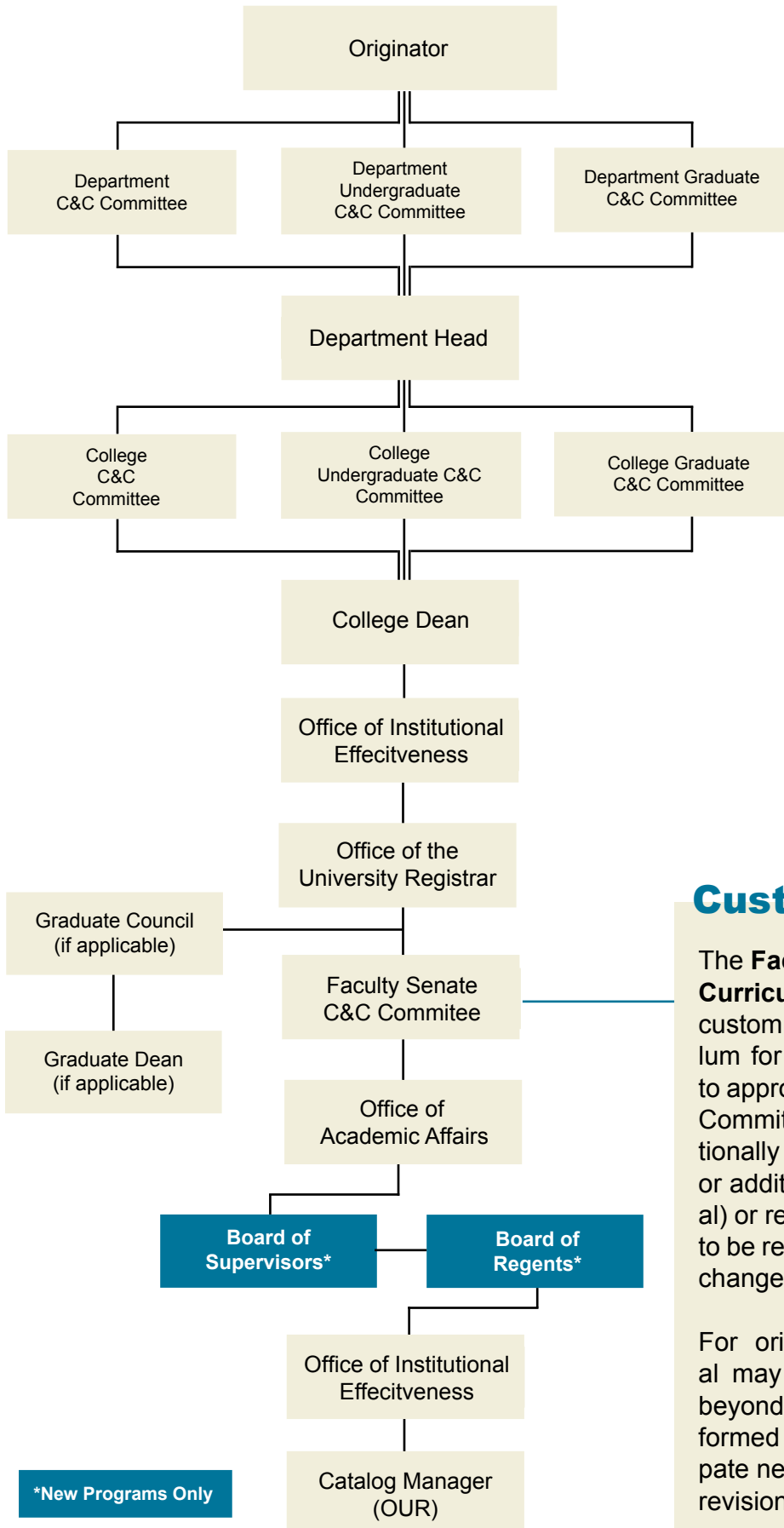
### **Know the Workflow.**

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. 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!



## Custom Route

The **Faculty Senate Courses and Curriculum (C&C) Committee** can initiate custom routes in Modern Campus Curriculum for new program 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 and resubmitted with significant changes before reconsideration).

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.