



Modern Campus Curriculum



PROGRAM^{OR} MINOR CLOSURE PROPOSAL

I WANT TO CLOSE AN
EXISTING PROGRAM OR MINOR

Training Guide



Program or Minor (P/M) Closure Proposal Pre-Submission

1

Contact the Office of Academic Affairs early: UNIVERSITY ACADEMIC PLAN (Program Only)

The Louisiana Board of Regents requires institutions to submit an annual academic plan. Programs identified for closure should be included in this plan to proceed with the necessary approvals. The Office of Academic Affairs will provide faculty with detailed guidance in late spring regarding the process for phasing out programs.

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

2

Create the TEACH-OUT PLAN (Program Only)

When a curriculum 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, Associate Director for Institutional Effectiveness, at csassi2@lsu.edu for questions.

3

Notify AFFECTED DEPARTMENTS

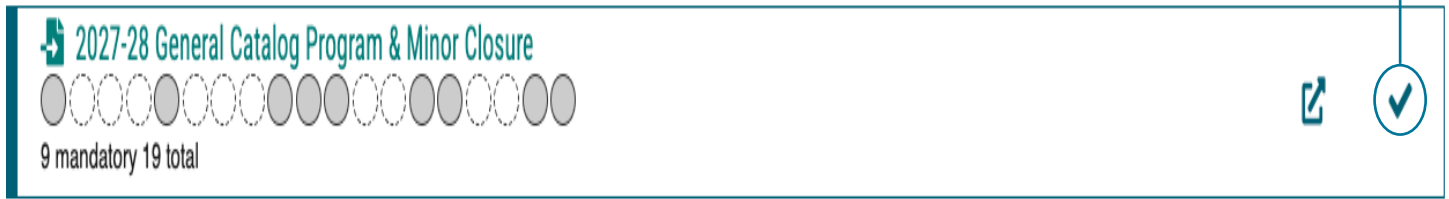
Some programs span multiple departments, and closing a program may impact multiple academic units. Before submitting a closure proposal, ensure that all affected departments are informed of the decision. Document these notifications, including any correspondence or acknowledgments, and include them in the proposal's attachments.

P/M Closure Proposal Submission Steps

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



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



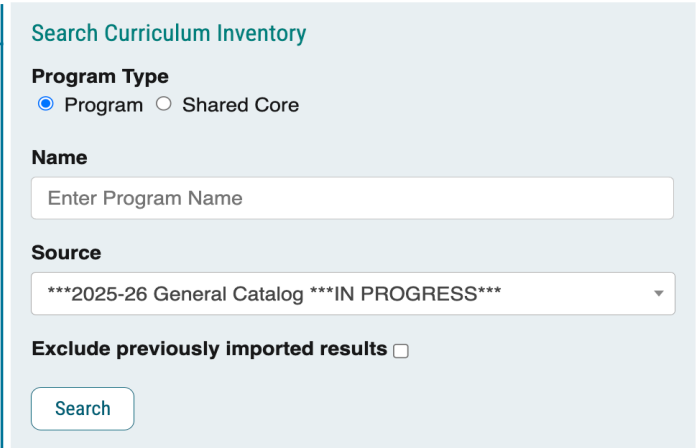
3. Complete the **CURRICULUM INVENTORY FIELDS**

3a. Enter **PROGRAM NAME** (do not include degree level)

3b. Ensure **SOURCE** is marked as:

*****AY-AY General Catalog***IN PROGRESS*****

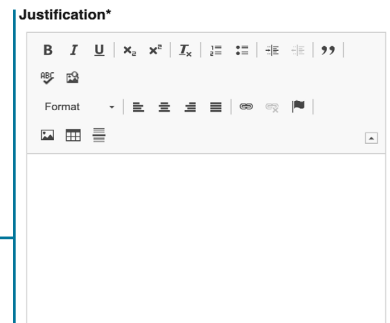
3c. Click Search

A form titled "Search Curriculum Inventory". It has two radio buttons for "Program Type": "Program" (selected) and "Shared Core". There is a text input field for "Name" with the placeholder "Enter Program Name". Below that is a dropdown menu for "Source" with the selected option "***2025-26 General Catalog ***IN PROGRESS***". There is a checkbox for "Exclude previously imported results" which is unchecked. At the bottom is a "Search" button.

4. Select the correct program by clicking the icon



5. Click **BUILD PROPOSAL**

A text box titled "Justification*" with a rich text editor toolbar above it. The toolbar includes icons for bold, italic, underline, strikethrough, text color, background color, bulleted list, numbered list, link, unlink, and other text formatting options.

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

7. **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.

8. Enter **INTENDED IMPLEMENTATION DATE**

***Note:** This should match the date indicated in the teach-out plan.

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

10. Select appropriate option: **Is this a graduate program?**

11. Select **MODALITY**

12. Select **DEPARTMENT COMMITTEE**

P/M Closure Proposal Continued

13. Select **COLLEGE-LEVEL COMMITTEE**

14. Attach **TEACH-OUT PLAN** and **required supporting documentation (Required for Programs Only)**

14a. See **Program Closure Proposal Pre-Submission** for details (p.1)

14b. Click to acknowledge documents have been successfully attached.

15. **LAUNCH** proposal



Validate and Launch Proposal

16. **APPROVE** proposal

16a. Click **DECISIONS** (Dashboard side-bar)

16b. 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.

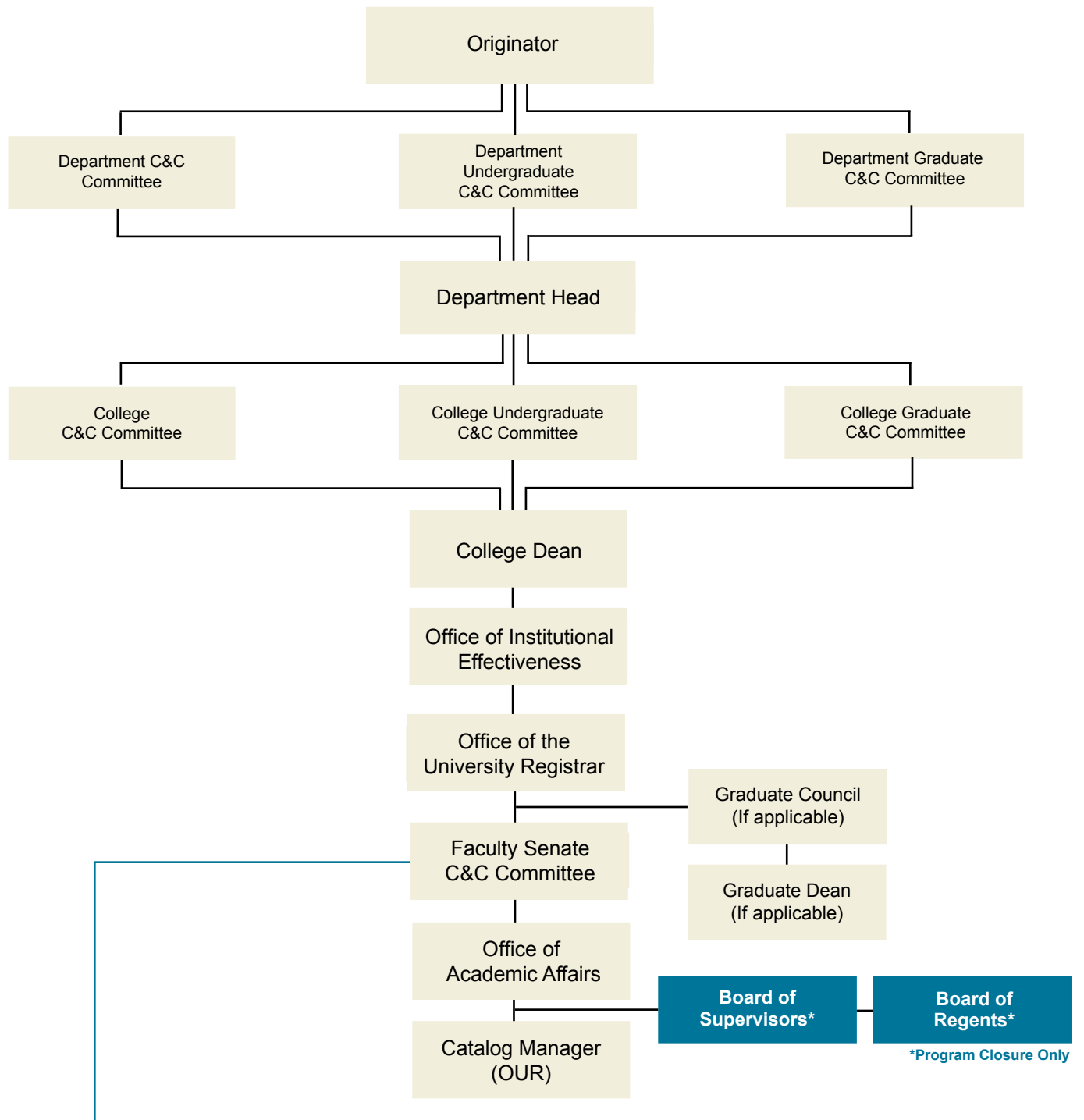
Know the Workflow.

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 program modification 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.