CONCENTRATION & MINOR PROPOSAL

(NEW, MODIFICATION OR TERMINATION)

I WANT TO ADD, CHANGE OR DELETE A PROGRAM CONCENTRATION OR MINOR

Training Guide

Concentration & Minor Proposal Pre-Submission

1 **Double check HOUR REQUIREMENTS for concentrations and minors**

Departments should identify which courses are specific to the major. For undergraduate degrees, major-specific courses must comprise at least 25% of the total degree hours, which equates to a minimum of 30 credit hours for a 120-hour degree. When developing concentrations within a major, each concentration should include a clearly defined set of major-specific coursework totaling at least 30% of the major requirements (minimum 9 credit hours). These courses should reflect the distinct focus of the concentration and not be used to fulfill the core requirements of other concentrations within the same degree program. While elective overlap may occur, the core coursework of each concentration should be distinguishable to ensure academic integrity and curricular clarity.

Example: If an undergraduate major consists of 63 credit hours:
Concentration: must contain a minimum of 19 unique credit hours
Minors: must contain a minimum of 18 hours.

2 **Write your JUSTIFICATION**

When submitting a new concentration or minor proposal in Modern Campus Curriculum, enter a justification in the designated text box. This should explain the need, curricular fit, and impact on students and programs. Address any duplication with existing courses and include statements from other departments on potential overlap. A clear justification strengthens your proposal and speeds approval.

3 **Gather SUPPORTING DOCUMENTS**

Modern Campus Curriculum allows you to upload supporting documents to strengthen your course proposal. These may include support letters from other departments, endorsements from industry partners or community affiliates, and documentation of compliance with accrediting bodies. Collecting these materials in advance ensures a smoother review process and demonstrates the necessity and impact of your course.

Concentration & Minor Proposal Submission Steps

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

2. Locate the **GC Concentration & Minor Form** and select the **CHECK ICON** to start

> 2025-2026 GC Concentration & Minor (New, Modification, & Termination)
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> 8 mandatory 20 total

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

4. **CATALOG HIERARCHY** - Select the **department/college** that will house/own the course

   *Note: Be sure to select "Graduate Program" options for any graduate-level courses

   > Catalog Hierarchy*
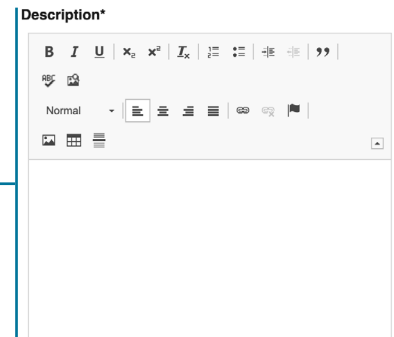   > [Accounting (Graduate Program) ×]

5. Select **TYPE OF PROGRAM PROPOSAL**

6. Enter **PROGRAM NAME**

7. Enter **DESCRIPTION** (use Text Box to format as it will appear in Catalog description)

   *Note: The course description must match the General Catalog format and be as concise as possible. It should be general enough for flexibility in instruction.

8. Add or Import **PROSPECTIVE CURRICULUM**

9. Enter **DEGREES/PROGRAMS/CURRICULUM/MAJORS TYPES**

10. Enter **DEGREE TYPE**

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

12. Select appropriate option: **Will the Pinkie Gordon Lane Graduate School's Department Approver be involved in this Proposal's Workflow?** (Select "Yes" only for the Graduate Certificate *Preparing Future Faculty*.)

13. Select appropriate **DEPARTMENT-LEVEL C&C COMMITTEE**

   *Note: Select to include Pinkie Gordon Lane Graduate Department C&C and College C&C in work flows **ONLY** for the Graduate Certificate - Preparing Future Faculty).

14. Select appropriate **COLLEGE-LEVEL C&C COMMITTEE**

   *Note: Select to include Pinkie Gordon Lane Graduate Department C&C and College C&C in work flows **ONLY** for the Graduate Certificate - Preparing Future Faculty).

15. Select **INTENDED MODALITY**

16. Enter **JUSTIFICATION** (Text Box) ────────

17. Attach **CURRICULUM PATHWAY** and additional supporting documentation

   17a. Click to acknowledge documents have been successfully attached.

18. **LAUNCH** proposal ────

🚀 **Validate and Launch Proposal**
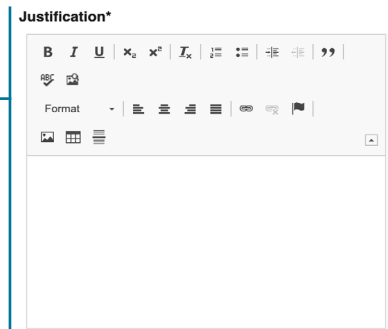
19. **APPROVE** proposal

   19a. Click **DECISIONS** (Dashboard side-bar)
   19b. 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!](#)

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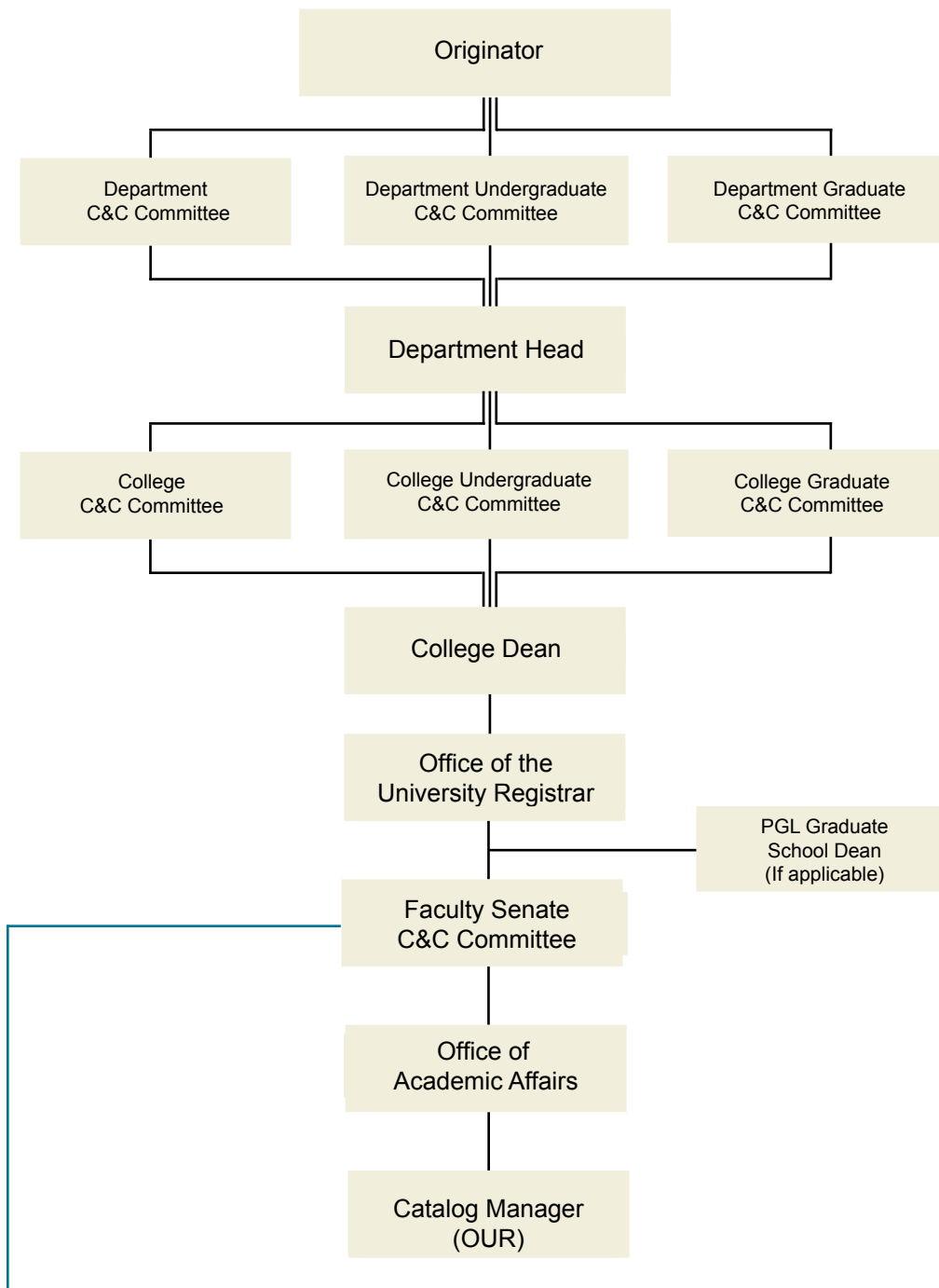
Custom Route

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 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.