




Modern Campus Curriculum



NEW PROGRAM PROPOSAL

I WANT TO PROPOSE A NEW PROGRAM

Training Guide



New Program 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, Program Manager for Academic Programs, at 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, Assistant Director for Institutional Effectiveness, at csassi2@lsu.edu for questions.

3 **Write your PROGRAM JUSTIFICATION**

When submitting a new course 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 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**

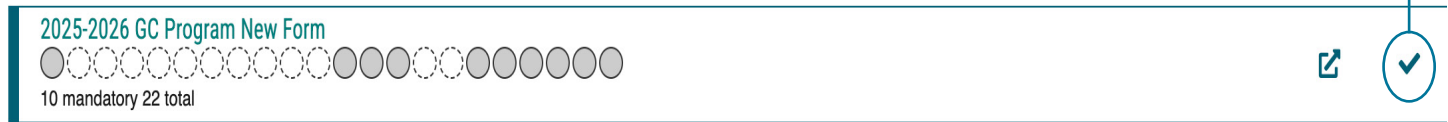
Submitting a new program proposal requires key documents to meet SACSCOC and Board of Regents requirements, including the Board of Regents proposal, assessment plan, budget form, curriculum pathway, SACSCOC faculty roster, and letters of support from industry or other stakeholders. Undergraduate curriculum 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.

New Program Proposal Submission Steps

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

+ New Proposal

2. Locate the **GC Program New Form** and select the **CHECK ICON** to start



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



5. Select **PROGRAM**

6. Enter program **TITLE**

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

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

8. Enter **PROSPECTIVE CURRICULUM**

8a. You may add new courses or import existing courses

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

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

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 **DEPARTMENT COMMITTEE**

***Note:** Select to include Pinkie Gordon Lane Graduate Department C&C and College C&C in work flows **ONLY** for programs solely owned by the Graduate School (ex: Graduate Certificate *Preparing Future Faculty*).

14. Select **COLLEGE-LEVEL COMMITTEE**

***Note:** Select to include Pinkie Gordon Lane Graduate Department C&C and College C&C in work flows **ONLY** for programs solely owned by the Graduate School (ex: Graduate Certificate *Preparing Future Faculty*).

New Program Proposal Continued

15. Select **MODALITY**

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

17. Enter **INTENDED IMPLEMENTATION DATE**

18. Attach **required supporting documentation**

18a. Board of Regents proposal

18b. Assessment Plan

18c. Budget Form

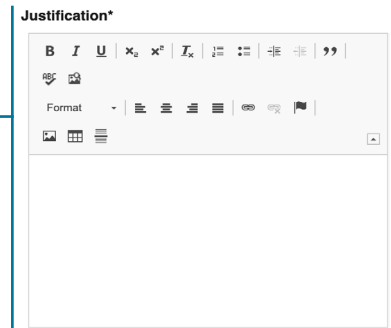
18d. Curriculum Pathway

18e. SACSCOC Faculty Roster

18f. Letters of support from industry and any other supporting documentation

18g. Click to acknowledge documents have been successfully attached.

Justification*



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.

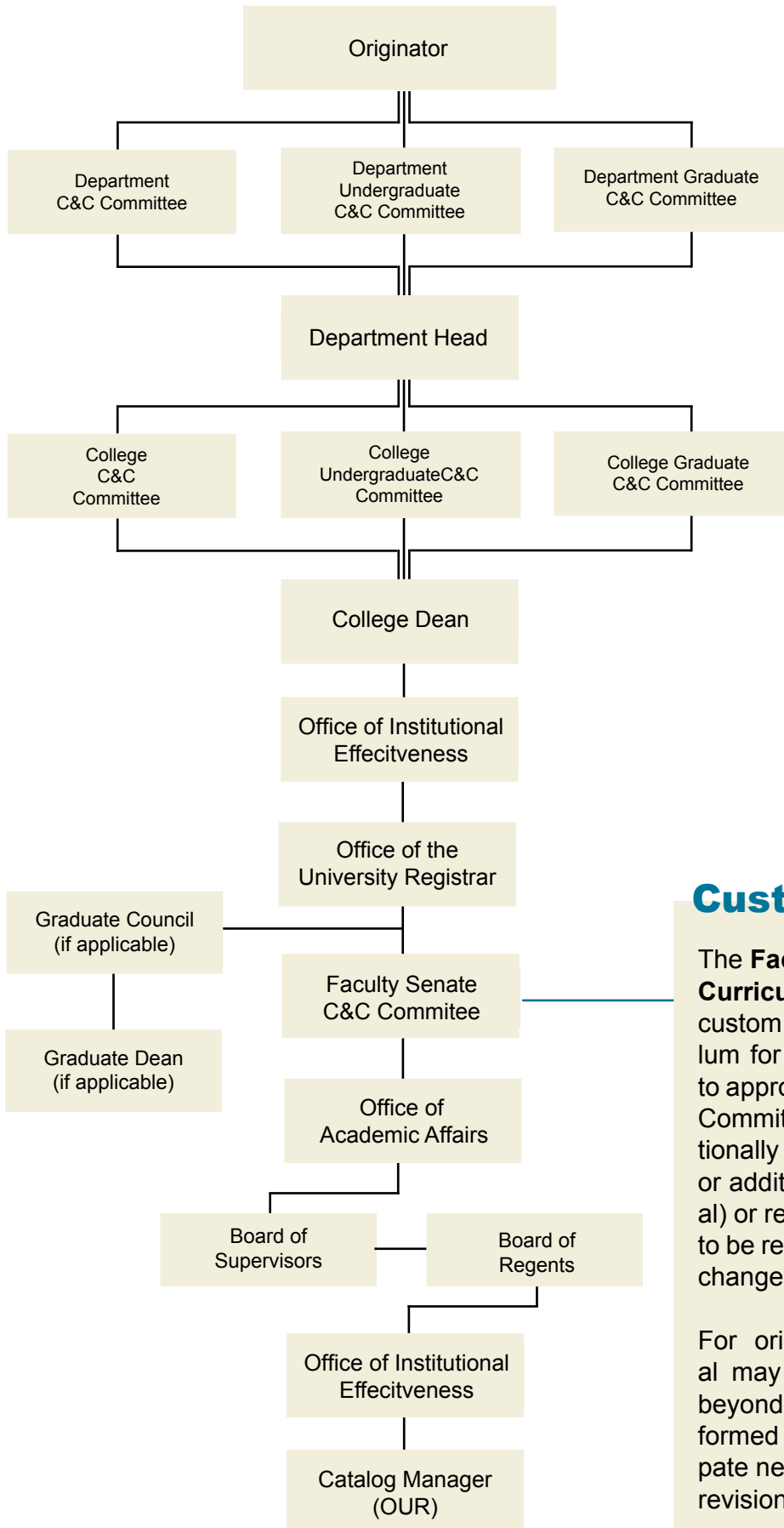
Know the Workflow.

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.