


Modern Campus Curriculum



PROGRAM CLOSURE PROPOSAL

**I WANT TO CLOSE AN
EXISTING PROGRAM**

Training Guide



Program Closure 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. 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, Program Manager for Academic Programs,
at mvienn4@lsu.edu for questions.

2

Create the TEACH-OUT PLAN

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, Assistant Director for Institutional Effectiveness,
at csassi2@lsu.edu for questions.

3

Notify AFFECTED DEPARTMENTS

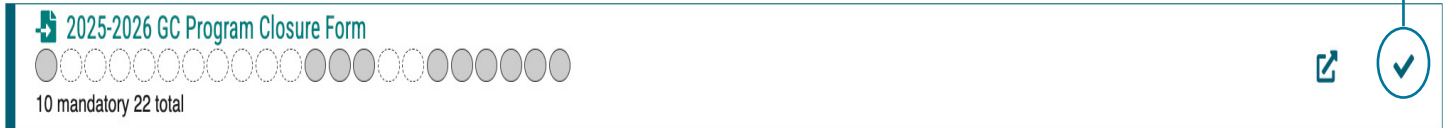
Some programs span multiple departments, and closing a program may impact multiple academic units. Before submitting a closure proposal, ensure that all affected departments are informed of the decision. Document these notifications, including any correspondence or acknowledgments, and include them in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

Program Closure Proposal Submission Steps

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

+ New Proposal

2. Locate the **GC Program 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

Search Curriculum Inventory

Program Type

☒ Program ☐ Shared Core

Name

Enter Program Name

Source

2025-26 General Catalog ***IN PROGRESS

Exclude previously imported results ☐

Search

4. Select the correct program by clicking the icon



5. Click **BUILD PROPOSAL**

Build Proposal

6. **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.

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

8. 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*.)

9. Select **DEPARTMENT 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).

10. Select **COLLEGE-LEVEL 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).

11. Select **MODALITY**

Program Closure Proposal Continued

12. Enter **JUSTIFICATION** (Text Box) _____
13. Enter **INTENDED IMPLEMENTATION DATE**
***Note:** This should match the date indicated in the teach-out plan.
14. Attach **TEACH-OUT PLAN** and **required supporting documentation**
 - 14a. See **Program Closure Proposal Pre-Submission** for details (p.1)
 - 14b. Click to acknowledge documents have been successfully attached.

Justification*

- ## 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.

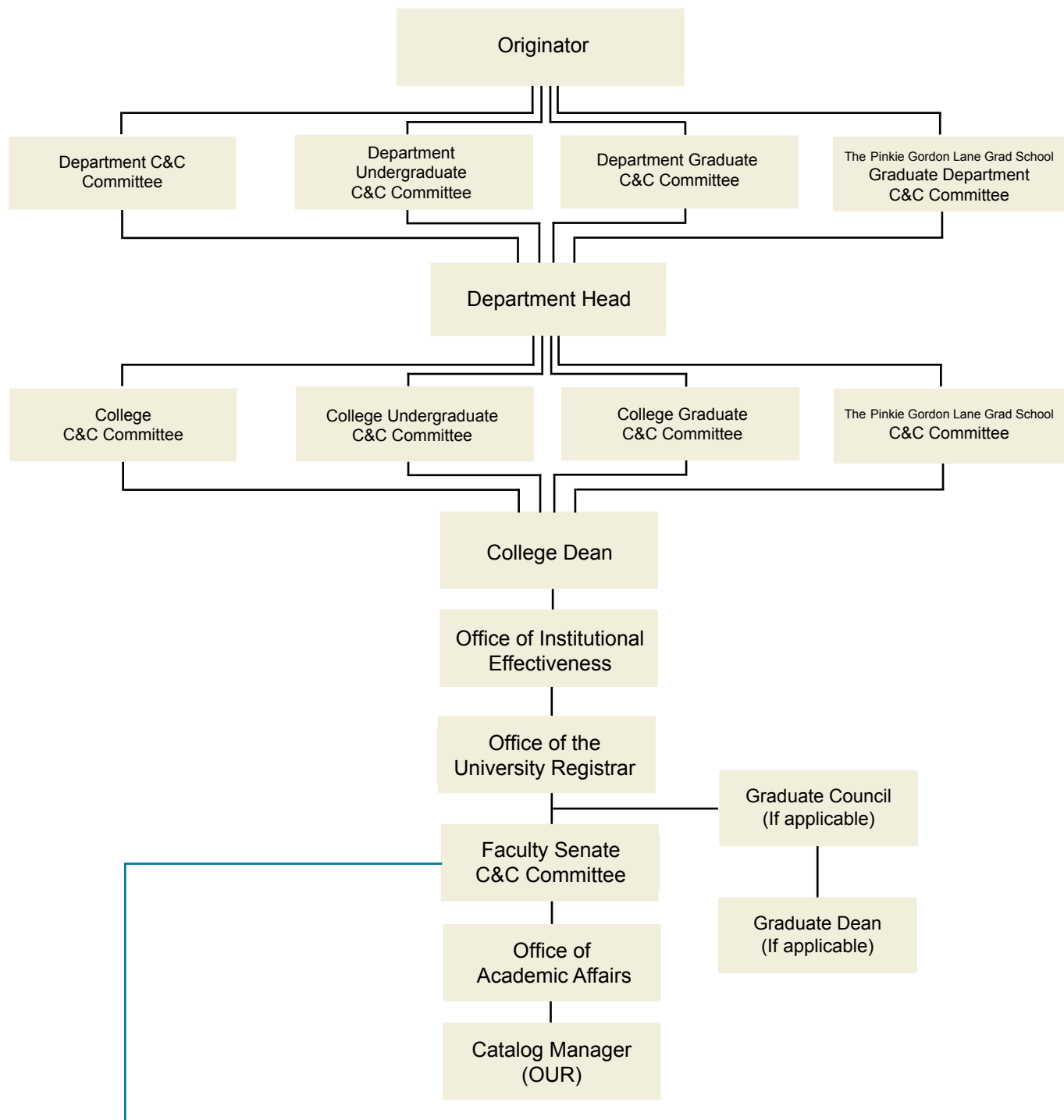
Know the Workflow.

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.