


Modern Campus Curriculum



# **PROGRAM MODIFICATION PROPOSAL**

I WANT TO MAKE CHANGES TO  
AN EXISTING PROGRAM

Training Guide



# Program Modification Proposal Pre-Submission

## 1 Assemble **REQUIRED DOCUMENTS** (based on your modification)

- a** If you are **Changing the Degree Title or CIP Code**  
Include in justification the rationale for the request. No General Catalog curriculum description or expanded curriculum outline is needed.
- b** If you are **Changing Total Credit Hours**  
Include in justification the rationale for the request. Additionally, include an expanded curriculum outline showing added or removed credits. Significant changes may require a SACSCOC Substantive Change, determined by the Office of Institutional Effectiveness.
- c** If you are **Submitting Present and Proposed Curriculum Descriptions**  
For any curriculum change, submit present and proposed General Catalog descriptions with the attachments. All edits should be marked appropriately. Changes that are not marked will not be considered. Clearly indicate total semester hours.

**\*Note:** If you need to change the way a program is offered (such as adding or removing Online delivery), you must submit a separate, dedicated **Method of Delivery** form through MCC.

## 2 Write **JUSTIFICATION**

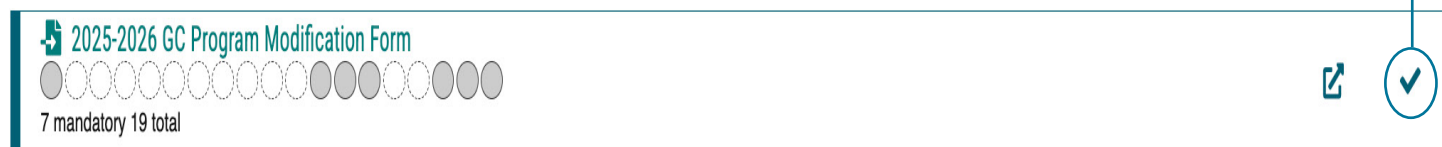
For any program modification, you must prepare a clear written justification that explains the reason for the change. This helps reviewers understand the purpose and impact of your request. Strong justifications help prevent delays during the approval process. Be specific and connect your rationale to program goals, student needs, or accreditation requirements whenever possible.

# Program Modification Proposal Submission Steps

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

+ New Proposal

2. Locate the **GC Program Modification 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 course is selected, many fields will automatically populate with current catalog information, ensuring accuracy and reducing manual data entry. Faculty can then review and make necessary updates as needed.

7. Make necessary **PROGRAM MODIFICATIONS** - After auto-population, review and update the fields as needed to reflect your desired program modifications.

8. Complete **REQUIRED FIELDS** (Some required fields do not auto-populate. Those are denoted with an asterisk.)

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

10. 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*.)

11. 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).

## Program Modification Proposal Continued

- ## 12. 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).

- ### 13. Select MODALITY

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

- ### 15. Attach **required supporting documentation**

- 15a. See **Program Modification Proposal Pre-Submission** for details (p. 1)  
15b. Click to acknowledge documents have been successfully attached.

## Justification\*

- ## 16. LAUNCH proposal



## Validate and Launch Proposal

17. **APPROVE** proposal

- 17a. Click **DECISIONS** (Dashboard side-bar)  
17b. 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.

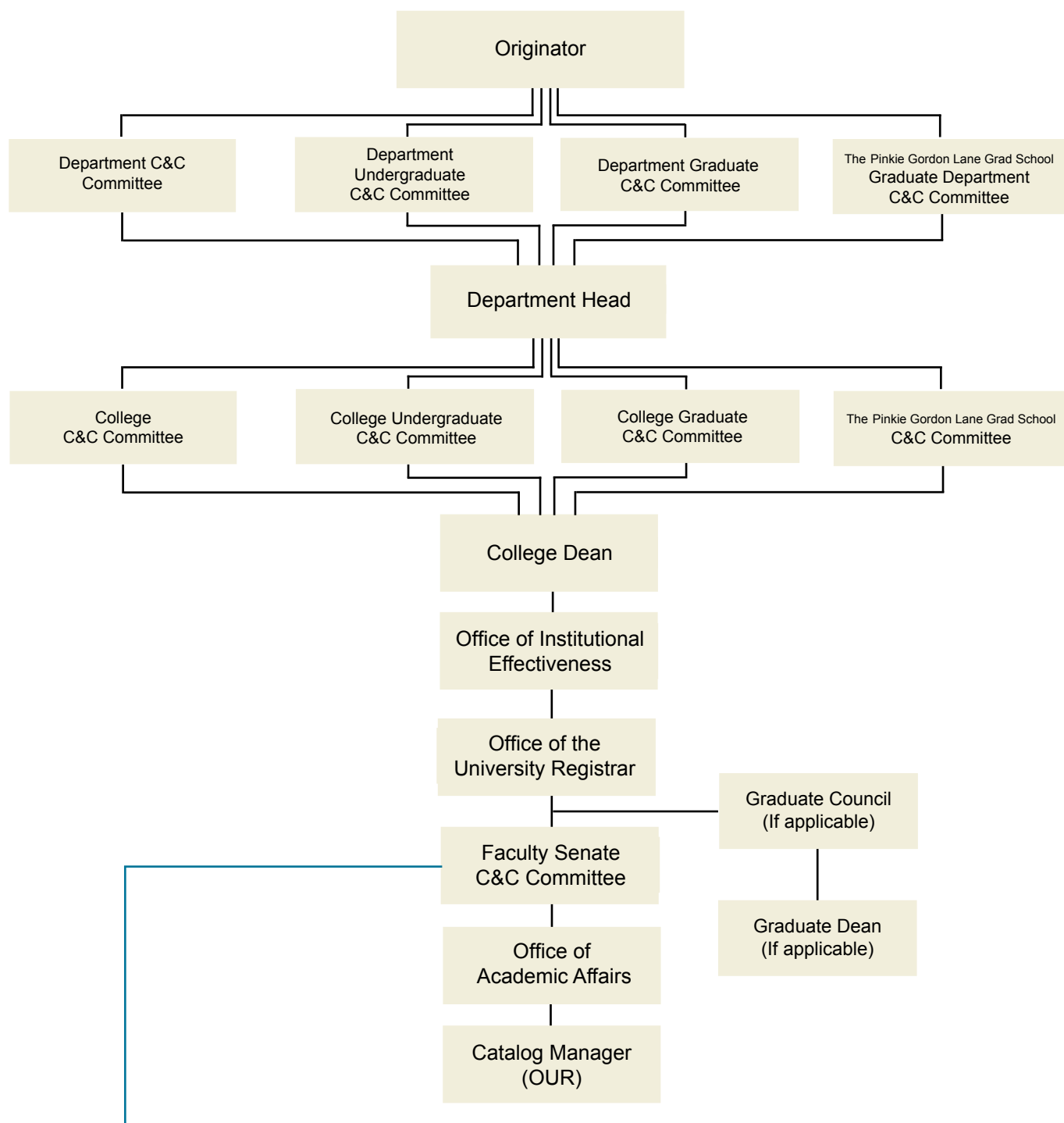
## Know the Workflow.

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.