



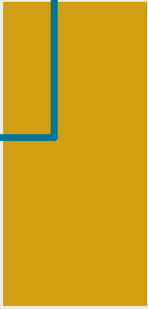
Modern Campus Curriculum



COURSE DELETE PROPOSAL

I WANT TO DELETE AN
EXISTING COURSE

Training Guide



Course Delete Proposal Pre-Submission

1

Write your **JUSTIFICATION**

When proposing the closure of an academic program, a detailed justification is required. This justification should address the rationale for closure, including factors such as low enrollment, resource constraints, strategic realignment, or shifting student or workforce demand. It should also outline plans for current students, including teach-out options, to ensure minimal disruption to their academic progress.

2

Run an **IMPACT REPORT**

Before submitting a proposal to close an academic program, it is essential to run an impact report in Modern Campus Curriculum. This report identifies all courses, programs, and other curricular elements that may be affected by the closure. Reviewing this information ensures that dependencies are addressed, necessary revisions are made, and no unintended disruptions occur within the broader curriculum.

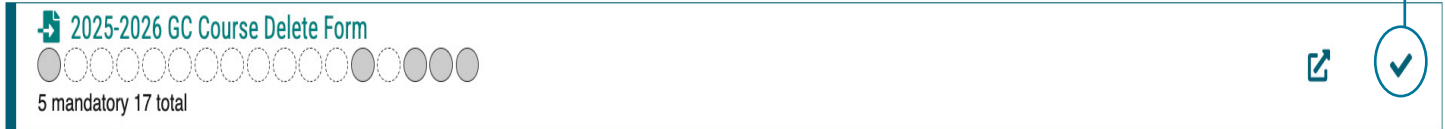
The screenshot displays the 'Reports' section of the Modern Campus Curriculum interface. The 'Reports' menu item in the top navigation bar is circled in blue. Below it, the 'Detail Reports' section contains four options: 'Proposal Detail Report', 'Proposal Progress Report', 'Impact Report' (which is highlighted with a blue circle), and 'Historical Change Report'. To the right, the 'Impact Report' modal window is open, showing instructions and input fields for 'Prefix*' and 'Code*', along with an 'Add External System' button and a 'Submit Report' button.

Course Delete Proposal Submission Steps

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

 + New Proposal

2. Locate the **GC Course Delete Form** and select the **CHECK ICON** to start



3. Complete the **CURRICULUM INVENTORY FIELDS**

(You must provide one of the following)

3a. **PREFIX (Rubric)**

3b. **COURSE NUMBER (CODE)**

3c. **COURSE NAME**

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

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

3e. Click Search

Search Curriculum Inventory

Prefix

Code

Name

Source

2025-26 General Catalog ***IN PROGRESS

Exclude previously imported results

Search

4. Select the correct course 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. Take necessary **COURSE DELETE** actions - After auto-population, review and update the fields as needed to reflect your desired course delete actions.

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).

Course Delete 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 appropriate option: **Is this an Integrative Learning Core (ILC) course?**

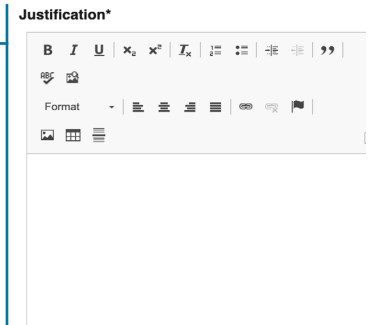
14. Enter **JUSTIFICATION** (Text Box)

15. Attach **required supporting documentation**

15a. Notice of program closure submitted to other departments

15b. Click to acknowledge documents have been successfully attached.

16. **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.

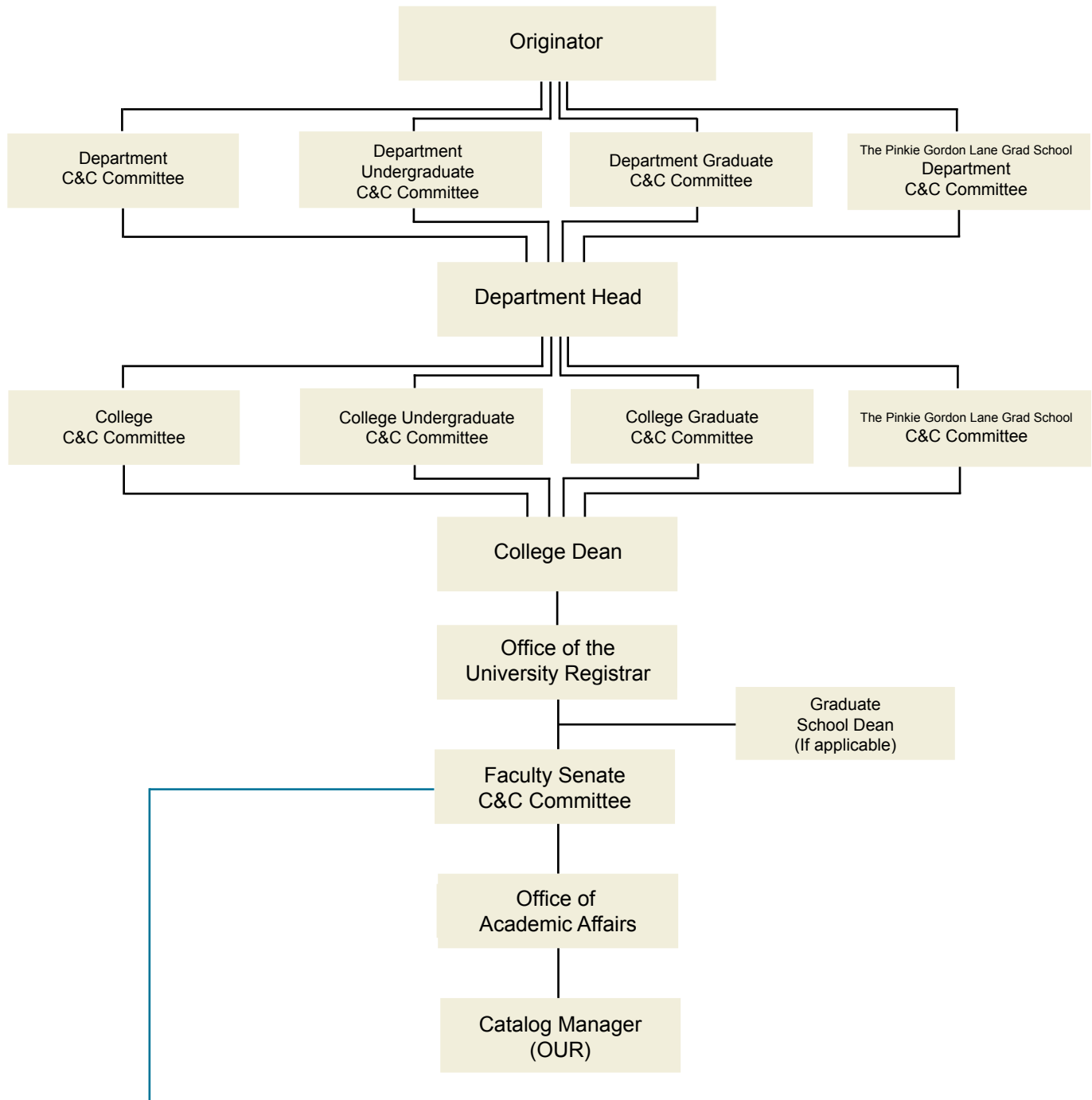
Know the Workflow.

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.

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 course change 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.