



Modern Campus Curriculum

LSU LAW



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

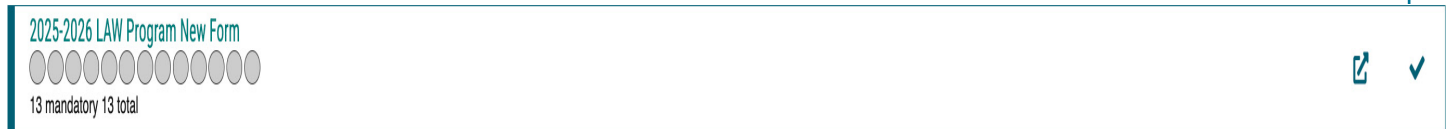
Submitting a new program proposal requires key documents to meet SACSCOC and Board of Regents requirements, including the Board of Regents proposal, assessment plan, budget form, curriculum pathway, SACSCOC faculty roster, and letters of support from industry or other stakeholders. Preparing these materials in advance streamlines approval and strengthens your proposal. For guidance, contact the Office of Institutional Effectiveness early in the process.

New Program Proposal Submission Steps

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

+ New Proposal

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



3. **HIERARCHY OWNER** - Select **LSU Paul M. Hebert Law Center**

4. Select **TYPE OF PROGRAM**

4. Enter program **TITLE**

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

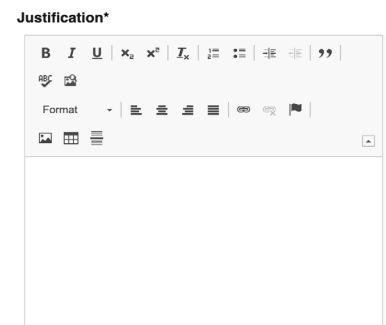
6. Enter **PROSPECTIVE CURRICULUM**

6a. You may add new courses or import existing courses

7. Select **DEGREE PROGRAM/CURRICULUM/MAJOR TYPES** (ex: Dual or Professional.)

8. Select **DEGREE TYPE** to be awarded (ex: Grad. Certificate, Juris Doctor, Master of Law)

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



10. Enter **INTENDED IMPLEMENTATION DATE**

11. Attach **required supporting documentation**

11a. Board of Regents proposal

11b. Assessment Plan

11c. Budget Form

11d. Curriculum Pathway

11e. SACSCOC Faculty Roster

11f. Letters of support from industry and any other supporting documentation

11g. Click to acknowledge documents have been successfully attached.

New Program Proposal Continued

12. **LAUNCH** proposal



Validate and Launch Proposal

13. **APPROVE** proposal

13a. Click **DECISIONS** (Dashboard side-bar)

13b. 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.

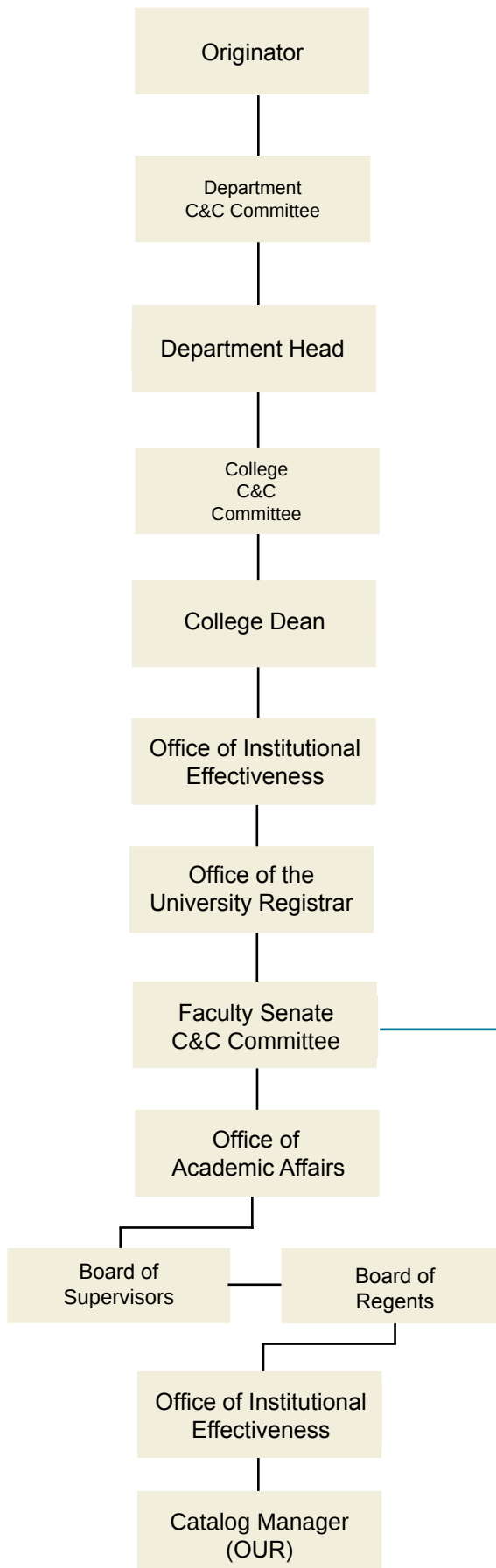
Know the Workflow.

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.