Proposal & Form Types

Concentration or Minor Proposal: A request to add, modify, suspend, or terminate a concentration or minor within an existing program.

Course Change Proposal: A request to revise an existing course's elements such as title, description, credit hours, or prerequisites.

Course Delete Proposal: A request to remove an existing course from the curriculum, following impact analysis and required notifications.

Method of Delivery Proposal: A request to add or change the delivery method of an existing course or program, such as adding an online modality.

New Course Proposal: A request to add a new course to the curriculum, including description, objectives, credit hours, and prerequisites.

New Program Proposal: A request to add a new degree program, certificate, or major to the curriculum.

Program Closure Proposal: A request to discontinue an existing degree program, certificate, or major, including a required teach-out plan.

Program Modification Proposal: A request to make changes to an existing program's curriculum, title, CIP code, or other major components.

Key System & Workflow Terms

Dashboard: A real-time interface where users can view the status of their proposals, comments, and approvals in progress.

Historical Record: Archived curriculum proposals from before MCC; these remain accessible for reference but are not migrated into the new system.

Modern Campus Curriculum (MCC): A centralized, digital platform that streamlines the submission, review, and tracking of course and program proposals, replacing paper forms and email chains.

Routing: The defined path that a proposal takes through approvers, following LSU's PS-45 structure.

Single Sign-On (SSO): The secure login method using your myLSU credentials — the same login used for Moodle, Workday, and other LSU systems.

Smart Forms: Guided online forms that prompt faculty to provide all required information to reduce errors and ensure compliance.

Version Control: Tracks edits, comments, and approvals to maintain a clear record of all proposal changes.

Workflow: The built-in, automated process that routes proposals through the required approvals in sequence, with real-time tracking.