



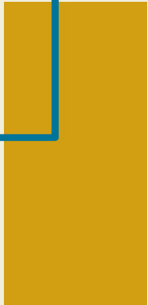
Modern Campus Curriculum



**METHOD OF
DELIVERY
ADDITION OR
CLOSURE
PROPOSAL**

I WANT TO ADD OR TERMINATE
A MODALITY OPTION

Training Guide



Method of Delivery Proposal Pre-Submission



Contact the Office of Academic Affairs early: UNIVERSITY ACADEMIC PLAN

The Louisiana Board of Regents requires institutions to submit an annual academic plan. Programs included in the approved plan can move forward more efficiently and with fewer administrative requirements than those not listed. 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.



Create the TEACH-OUT PLAN

When a modality 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](#).**

NOTE: On-campus modalities must be maintained in order to offer a distance education modality via the department or LSU Online.

Contact Claire Sassic Young, Assistant Director for Institutional Effectiveness, at csassi2@lsu.edu for questions.

Method of Delivery Proposal Submission Steps

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



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



3. **HIERARCHY OWNER** - Select your **department**

4. **CATALOG HIERARCHY*** - Select the **department/college** that will house/own the course

***Note:** Be sure to select "Graduate Program" options for any graduate-level courses



5. Select **TYPE OF PROGRAM PROPOSAL**

6. Enter program **TITLE**

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

***Note:** The General Catalog curriculum description serves as the official program outline for students. It should include semester sequences and explanatory details to effectively convey key program information.

8. Enter **PROSPECTIVE CURRICULUM**

***Note:** You may add new courses or import existing courses

9. Select **DEGREE PROGRAM/CURRICULUM/MAJOR TYPES** (ex: Bachelors, Certificate, etc.)

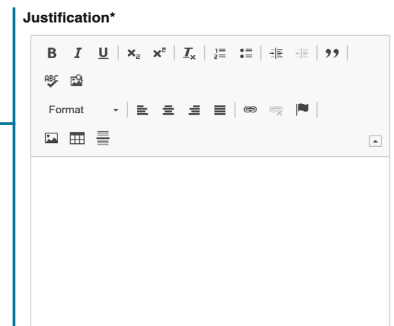
10. Select **DEGREE TYPE** to be awarded (ex: Bachelor of Science, Doctor of Musical Arts, etc.)

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

12. 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*.)

13. Select **MODALITY**

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



15. Enter **INTENDED IMPLEMENTATION DATE**

Method of Delivery Proposal Continued

16. Attach **required supporting documentation**

- 16a. Teach-out Plan (Modality Closures)
- 16b. Click to acknowledge documents have been successfully attached.

17. **LAUNCH** proposal



Validate and Launch Proposal

18. **APPROVE** proposal

- 18a. Click **DECISIONS** (Dashboard side-bar)
- 18b. 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!

