


Modern Campus Curriculum



**PROGRAM,  
CONCENTRATION,  
OR MINOR  
MODIFICATION  
PROPOSAL**

I WANT TO MAKE CHANGES TO  
AN EXISTING PROGRAM,  
CONCENTRATION, OR MINOR

Training Guide



# Program/Concentration/Minor (P/C/M) Modification Proposal Pre-Submission

**\*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.

## 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.

## 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.

**\*** Changes stated in **a** and/or **b** require additional external approval from the Board of Supervisors and the Board of Regents. The Office of Academic Affairs will process these requests.



# P/C/M Modification Proposal Continued

13. Select **COLLEGE-LEVEL COMMITTEE**

15. Attach **required supporting documentation**

15a. See **P/C/M Modification Proposal Pre-Submission** for details (p. 1)

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

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!

# More on Modification

Use this process when editing courses, requirements, or catalog details in an existing program.

- 1 Scroll to the **Prospective Curriculum** section of the form.  
**Prospective Curriculum\***

The screenshot shows the 'Prospective Curriculum\*' section. At the top right is a 'Preview Curriculum' button with a magnifying glass icon. Below it are two tabs: 'View Curriculum Courses' (selected) and 'View Curriculum Schema'. A list of courses is displayed with their respective credit values and trash can icons:

| Course Name  | Credits | Remove         |
|--|---------|----------------|
| AGEC - 2003 - Introduction to Agricultural Economics | (3)     | Trash can icon |
| BE - 1251 - Introduction to Engineering Methods      | (2)     | Trash can icon |
| BE - 1252 - Biology in Engineering                   | (2)     | Trash can icon |
| BE - 2350 - Experimental Methods for Engineers       | (3)     | Trash can icon |

- 1a To **REMOVE** a course
  - i. Go to the View Curriculum Schema tab.
  - ii. Select the correct semester.
  - iii. Click the drop-down arrow next to that semester.
  - iv. Click the trash can icon to remove the course.
  - v. Go to the View Curriculum Courses tab.
  - vi. Locate the same course and click the trash can icon again to remove it from the program.

The screenshot shows the 'View Curriculum Schema' tab. A red circle highlights the 'View Curriculum Schema' tab. Below it, the 'Semester 1' dropdown menu is open. A red circle highlights the trash can icon next to the course 'CRITICAL: "C" or better in ENGL 1001.'.

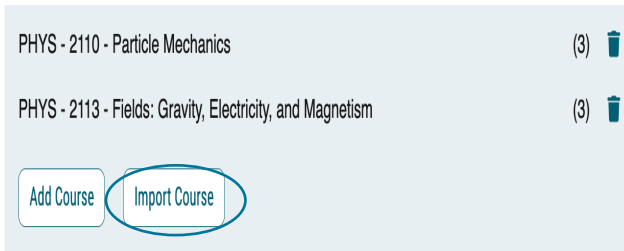
- 1b To **ADD** a **NEW** course
  - i. Go to the View Curriculum Courses tab.
  - ii. Click Add Course at the bottom of the page.
  - iii. Enter the prefix (rubric), code (course number), and course name.
  - iv. Click Add Course to add the course.

The screenshot shows the 'View Curriculum Courses' tab. At the bottom, there are two buttons: 'Add Course' and 'Import Course'. A red circle highlights the 'Add Course' button.

# More on Modification cont.

**1c** To **ADD** an **EXISTING** course

i. Select Import Course; a pop-up window will appear.



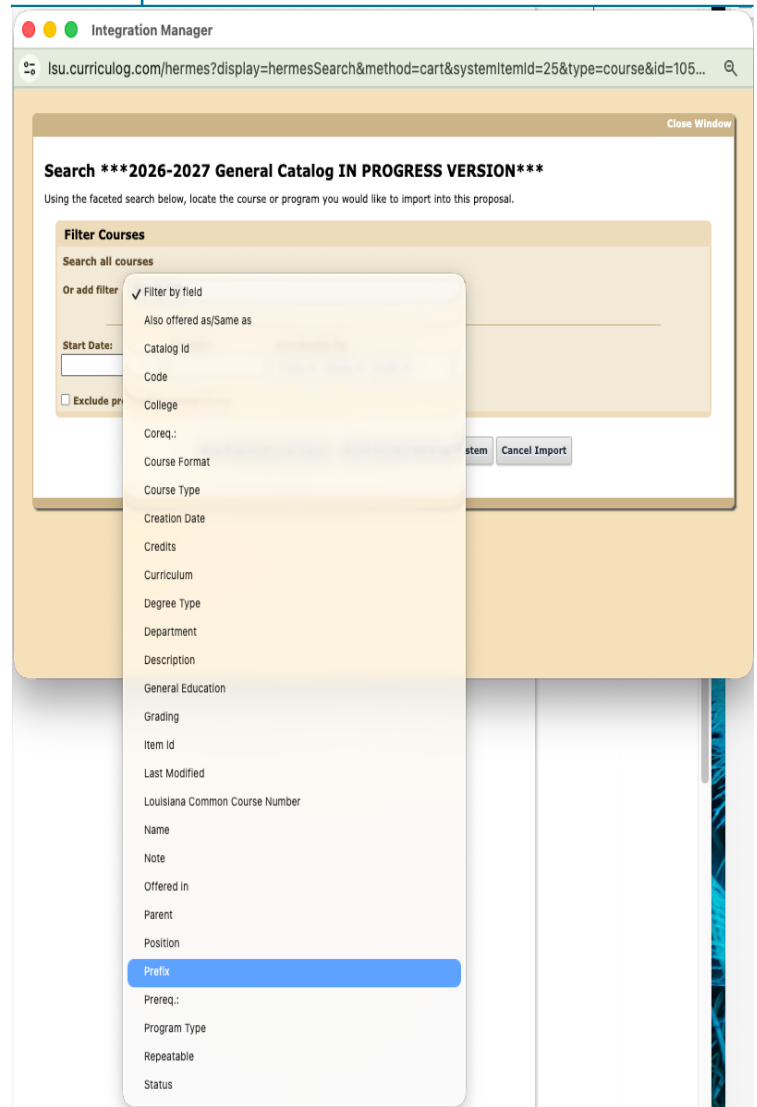
ii. Select **\*\*\*“Acalog: \*20XX–20XX General Catalog...”** as the external system.

iii. Add Prefix as a filter.

iv. Enter the rubric to search for courses.

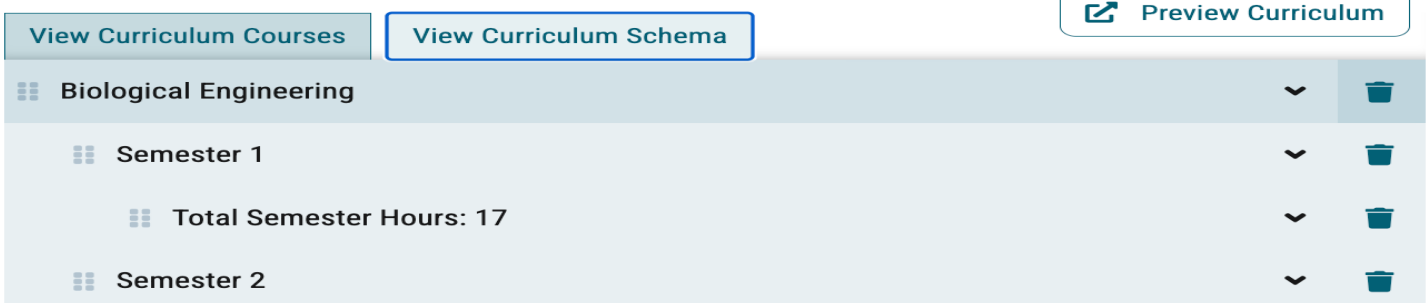
v. Click Search Available Curriculum and select the applicable courses.

vi. Click Add Courses to Proposal; the pop-up window will close.



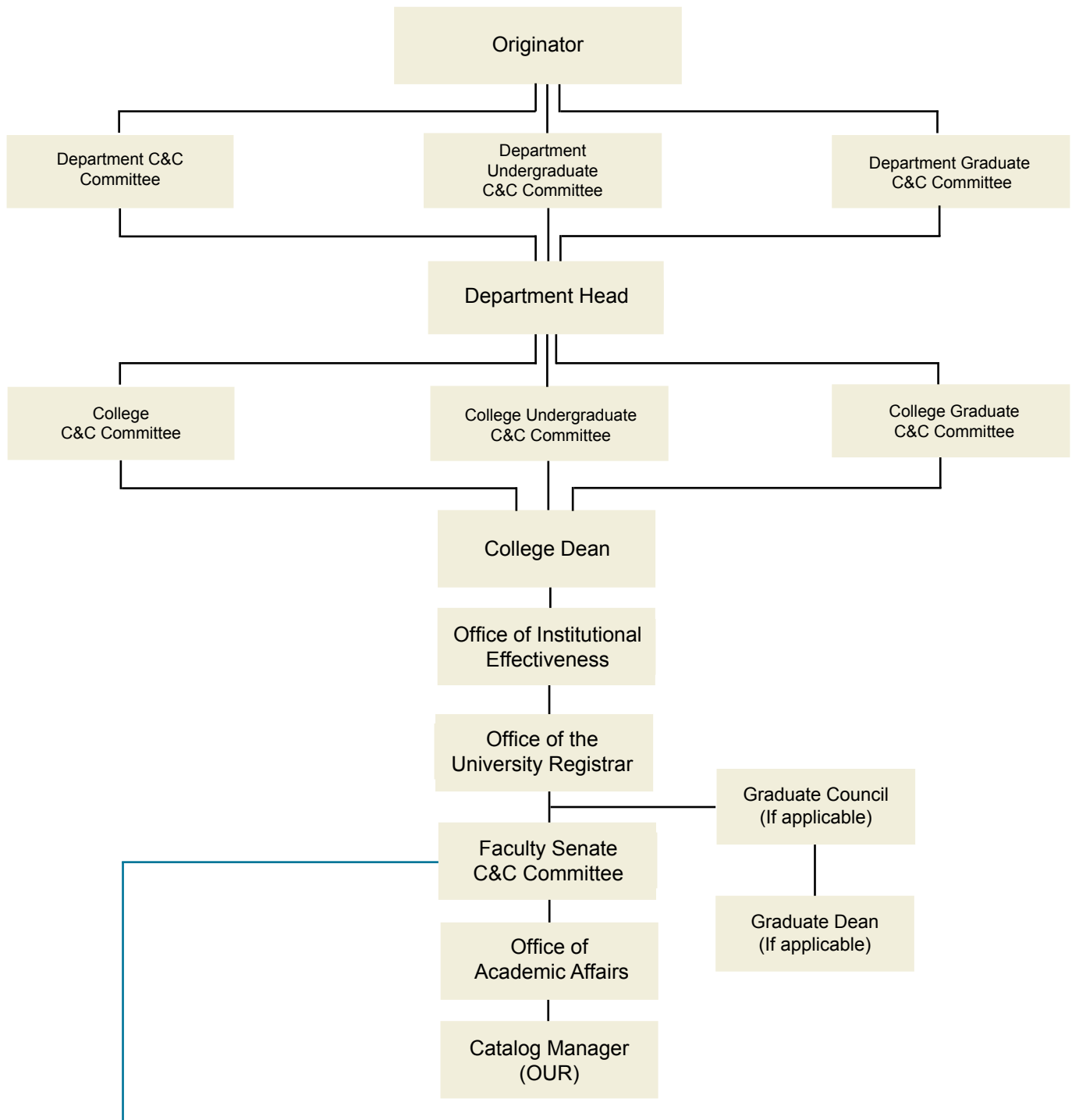
**2** Open the *View Curriculum Schema* tab. Use the **dropdown arrows** to expand each semester and make edits to courses, critical requirements, or other General Catalog details.

## Prospective Curriculum\*



**\*Note:** \*If the program has a shared core, parts of the curriculum may not be able to be modified directly via MCC. Please contact [curriculumsupp@lsu.edu](mailto:curriculumsupp@lsu.edu) for further guidance.

# 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.