


Modern Campus Curriculum



PROGRAM MODIFICATION PROPOSAL

I WANT TO MAKE CHANGES TO
AN EXISTING PROGRAM

Training Guide



Program Modification Proposal Pre-Submission

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.

***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.

2 Write **JUSTIFICATION**

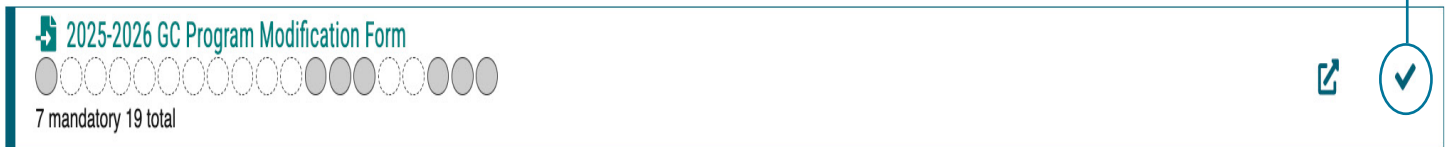
For any program modification, you must prepare a clear written justification that explains the reason for the change. This helps reviewers understand the purpose and impact of your request. Strong justifications help prevent delays during the approval process. Be specific and connect your rationale to program goals, student needs, or accreditation requirements whenever possible.

Program Modification Proposal Submission Steps

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

+ New Proposal

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



3. Complete the **CURRICULUM INVENTORY FIELDS**

3a. Enter **PROGRAM NAME** (do not include degree level)

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

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

3c. Click Search

Search Curriculum Inventory

Program Type

☒ Program ☐ Shared Core

Name

Enter Program 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. Make necessary **PROGRAM MODIFICATIONS** - After auto-population, review and update the fields as needed to reflect your desired program modifications.

***Note:** Additional guidance on program modifications can be found on page 4.

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).

Program Modification 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 **MODALITY**


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

15. Attach **required supporting documentation**

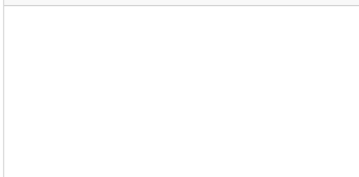
15a. See **Program Modification Proposal Pre-Submission** for details (p. 1)

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

Justification*



Format



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.

- Scroll to the **Prospective Curriculum** section of the form. Be sure to use the View Curriculum Courses tab to remove or add courses to a program's curriculum.

Prospective Curriculum*

View Curriculum Courses

View Curriculum Schema

Preview Curriculum

AGEC - 2003 - Introduction to Agricultural Economics	(3)	
BE - 1251 - Introduction to Engineering Methods	(2)	
BE - 1252 - Biology in Engineering	(2)	
BE - 2350 - Experimental Methods for Engineers	(3)	

To **REMOVE** a course select the trash can icon to the right of the course line item.

To **ADD** a course select **Add Course** at the bottom of the *View Curriculum Courses* tab. Enter the prefix (rubric), code (course number), and name then click **Add Course**.

PHYS - 2110 - Particle Mechanics	(3)	
PHYS - 2113 - Fields: Gravity, Electricity, and Magnetism	(3)	

Add Course

Import Course

- 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

Prospective Curriculum*

View Curriculum Courses

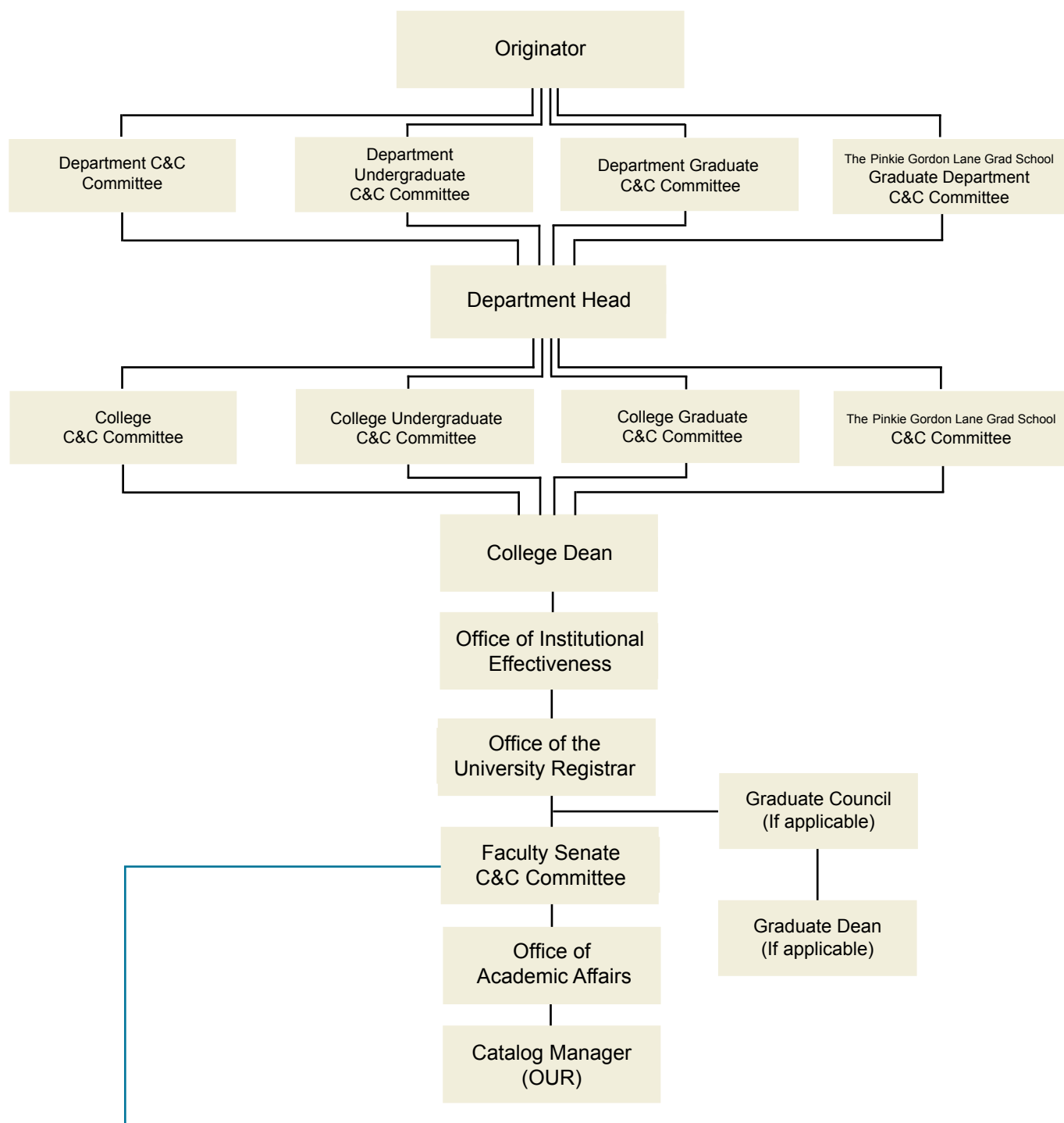
View Curriculum Schema

Preview Curriculum

Biological Engineering	▼	
Semester 1	▼	
Total Semester Hours: 17	▼	
Semester 2	▼	

***Note:** *If the program has a shared core, parts of the curriculum may not be able to be modified directly via MCC. Please contact curriculum supp@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.