

Modern Campus Curriculum


LSU LAW



COURSE DELETE PROPOSAL

I WANT TO DELETE AN
EXISTING COURSE

Training Guide



Course Delete Proposal Pre-Submission

1 Write your JUSTIFICATION

When proposing the closure of an academic program, a detailed justification is required. This justification should address the rationale for closure, including factors such as low enrollment, resource constraints, strategic realignment, or shifting student or workforce demand. It should also outline plans for current students, including teach-out options, to ensure minimal disruption to their academic progress.

2 Run an IMPACT REPORT

Before submitting a proposal to close an academic program, it is essential to run an impact report in Modern Campus Curriculum. This report identifies all courses, programs, and other curricular elements that may be affected by the closure. Reviewing this information ensures that dependencies are addressed, necessary revisions are made, and no unintended disruptions occur within the broader curriculum.

The screenshot shows the 'modern campus curriculum' interface. The top navigation bar includes 'Proposals', 'Agendas', 'Accounts', and 'Reports' (which is circled in blue). Below the navigation, the 'Reports' section is active. On the left, under 'Detail Reports', there are four options: 'Proposal Detail Report', 'Proposal Progress Report', 'Impact Report' (circled in blue), and 'Historical Change Report'. On the right, the 'Impact Report' modal is open. It contains the following text: 'The Impact Report provides all dependent elements of the curriculum for a particular curriculum item, such as prerequisites, corequisites, crosslistings, programs and campuses. To begin, you must enter a course prefix and code. Next, select at least one catalog you would like to search for impacts. For example, if your catalog has a prerequisite field, it would likely have valuable relationship information for your Impact Report. You may select multiple catalogs and fields. Program information is returned with your report by default. Impact reports are available for courses only.' Below this text, there is a 'Refine Report:' section with 'Prefix*' and 'Code*' input fields. At the bottom of the modal, there is an 'External System' section with an 'Add External System' button (circled in blue) and a 'Submit Report' button.

3 Select Add External System

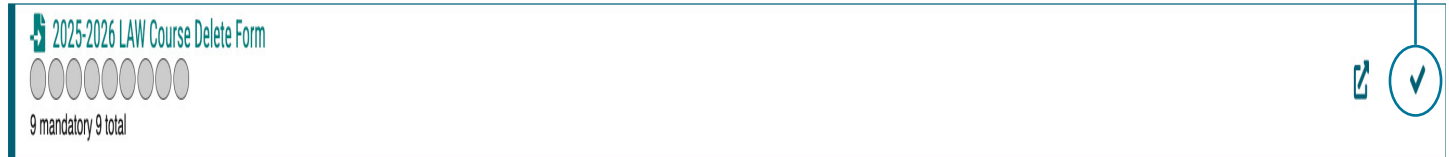
Select **Add External System** > Select **Acalog** > choose ****AY-AY LSU Law Catalog ** IN PROGRESS**, and the report will be emailed to you.

Course Delete Proposal Submission Steps

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

+ New Proposal

2. Locate the **LAW Course Change Form** and select the **CHECK ICON** to start



3. Complete the **CURRICULUM INVENTORY FIELDS** (you must provide one of the following)

3a. **PREFIX (Rubric)**

3b. **COURSE NUMBER (CODE)**

3c. **COURSE NAME**

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

*****AY-AY LSU Law Catalog***IN PROGRESS*****

3e. Click Search

4. Select the correct course by clicking the icon



5. Click **BUILD PROPOSAL**

Build Proposal

6. Once a course is selected, many fields will automatically populate with current catalog information, ensuring accuracy and reducing manual entry. Faculty can then review and make necessary updates as needed.

7. Make necessary **COURSE CHANGES** - After auto-population, review and update the fields as needed.

8. Complete **REQUIRED FIELDS** (Some required fields do not auto-populate. Those are denoted with an asterisk)

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

Course Delete Proposal Continued

10. Attach **SYLLABUS** and additional supporting documentation

10a. Click to acknowledge documents have been successfully attached.

11. **LAUNCH** proposal



Validate and Launch Proposal

12. **APPROVE** proposal

12a. Click **DECISIONS** (Dashboard side-bar)

12b. 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.

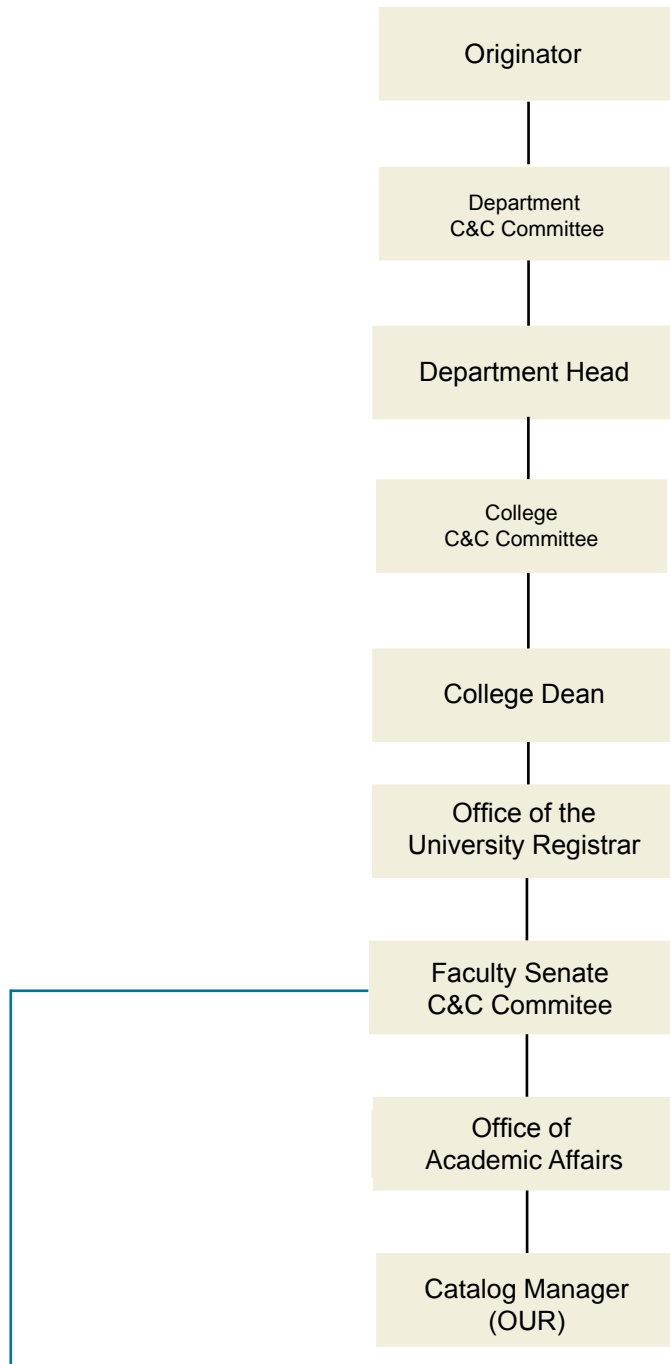
Know the Workflow.

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.

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 course change 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.