LSU LAW

COURSE DELETE PROPOSAL

I WANT TO DELETE AN EXISTING COURSE

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.

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

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

3. Compete 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 CatalogIN PROGRESS****

    3e. Click Search

4. Select the correct course by clicking the icon

5. Click **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.
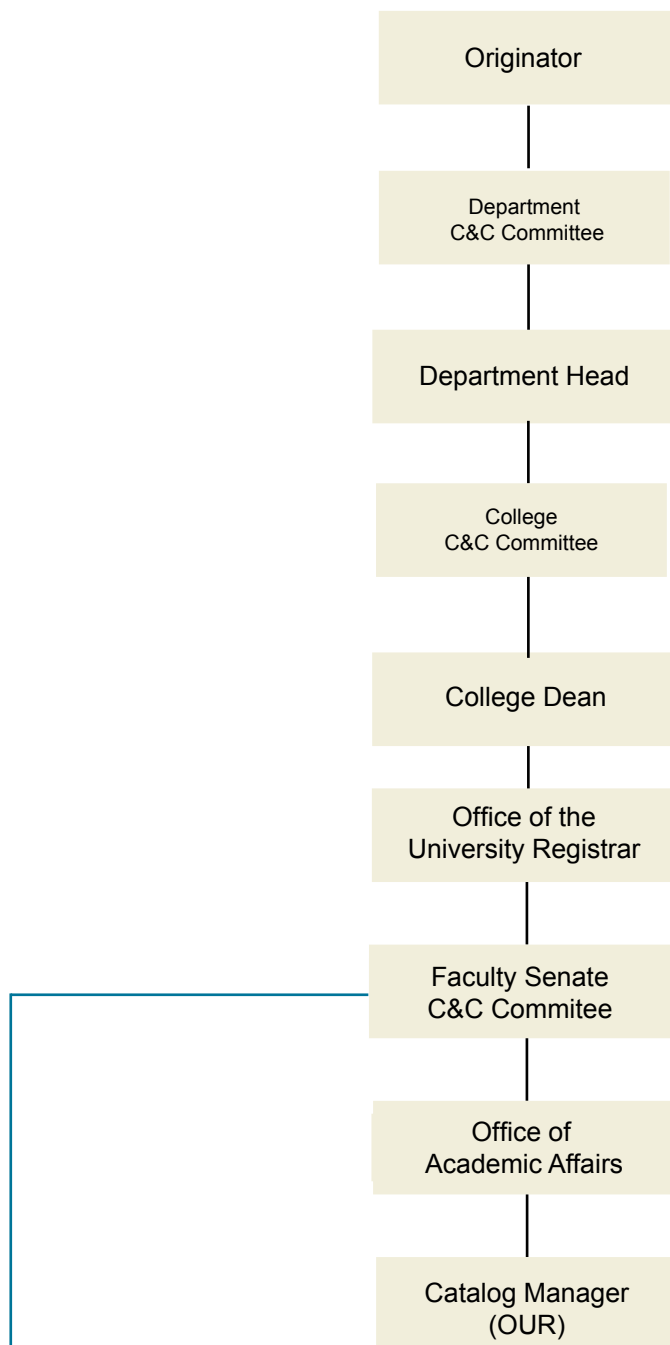
Check the approval workflow to see who will review your proposal and what to expect next. Staying informed helps you track progress and address revisions quickly.

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!

```
┌─────────────────────┐
│     Originator      │
└─────────────────────┘
           │
┌─────────────────────┐
│     Department      │
│   C&C Committee     │
└─────────────────────┘
           │
┌─────────────────────┐
│   Department Head   │
└─────────────────────┘
           │
┌─────────────────────┐
│      College        │
│   C&C Committee     │
└─────────────────────┘
           │
┌─────────────────────┐
│    College Dean     │
└─────────────────────┘
           │
┌─────────────────────┐
│    Office of the    │
│ University Registrar│
└─────────────────────┘
           │
┌─────────────────────┐
│   Faculty Senate    │
│    C&C Commitee     │
└─────────────────────┘
           │
┌─────────────────────┐
│     Office of       │
│  Academic Affairs   │
└─────────────────────┘
           │
┌─────────────────────┐
│   Catalog Manager   │
│       (OUR)         │
└─────────────────────┘
```

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.