LSU LAW

NEW COURSE PROPOSAL

I WANT TO PROPOSE A NEW COURSE

New Course Proposal Pre-Submission

Before submitting a new course proposal, having the right information prepared will make the process smoother and more efficient. To ensure your proposal moves forward without delays, be sure you have the following details ready:

1 ## Have your SYLLABUS COMPLETE

Before submitting a new course proposal in Modern Campus Curriculum, ensure your syllabus is fully developed, as it helps reviewers evaluate course content, learning outcomes, and alignment with institutional requirements, streamlining the approval process and reducing delays. Your syllabus should include: (1) a 14-week outline of the subject matter, (2) titles of textbooks, and/or required readings, and (3) the grading scale and criteria.

2 ## Write your COURSE JUSTIFICATION

When submitting a new course proposal in Modern Campus Curriculum, enter a justification in the designated text box. This should explain the course's need, curricular fit, and impact on students and programs. A clear justification strengthens your proposal and speeds approval.

3 ## Gather SUPPORTING DOCUMENTS

Modern Campus Curriculum allows you to upload supporting documents to strengthen your course proposal. These may include support letters from other departments, endorsements from industry partners or community affiliates, and documentation of compliance with accrediting bodies. Collecting these materials in advance ensures a smoother review process and demonstrates the necessity and impact of your course.

New Course Proposal Submission Steps

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

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

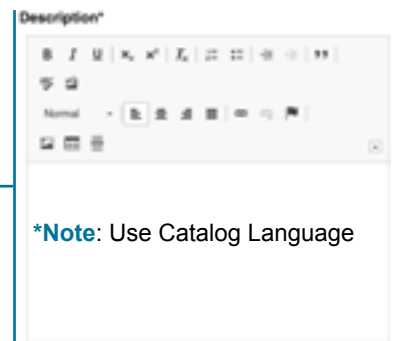2025-2025 LAW Course New Form
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9 mandatory 9 total

3. **HIERARCHY OWNER** - Select **LSU Paul M. Hebert Law Center**

4. Enter **PREFIX** (Rubric) then **CODE** (Course Number)

5. Enter **NAME** (Course Title)

6. Enter **DESCRIPTION** (use Text Box to format as it will appear in Catalog description)

   *Note: The course description must match the Law Catalog format and be as concise as possible. It should be general enough for flexibility in instruction.

   Description*

   *Note: Use Catalog Language

7. Select **COURSE TYPE**

   *Note: Course type specifies Clinics, Skills & Experiential Courses, First-year courses, Seminars, or Upper-class courses.

8. Enter **CREDITS** (# of hours awarded)

9. Enter **PREREQUISITES and CO-REQUISITES**

   Prerequisite(s):

10. Enter **FORMERLY**:

    *Note: Use if the course is a substantially revised version of a previous course.

11. Select how course will be **GRADED**

    *Note: Courses use letter grades or pass/fail. A final exam is required during final week; if omitted, a explanation must be included in the justification.

    Co-requisite(s):

12. Enter **NOTE** (Text Box)

13. Enter **WILL COUNT IN** (Text Box)

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

15. Attach **SYLLABUS** and additional supporting documentation
    15a. Click to acknowledge documents have been successfully attached.

New Course Proposal Continued

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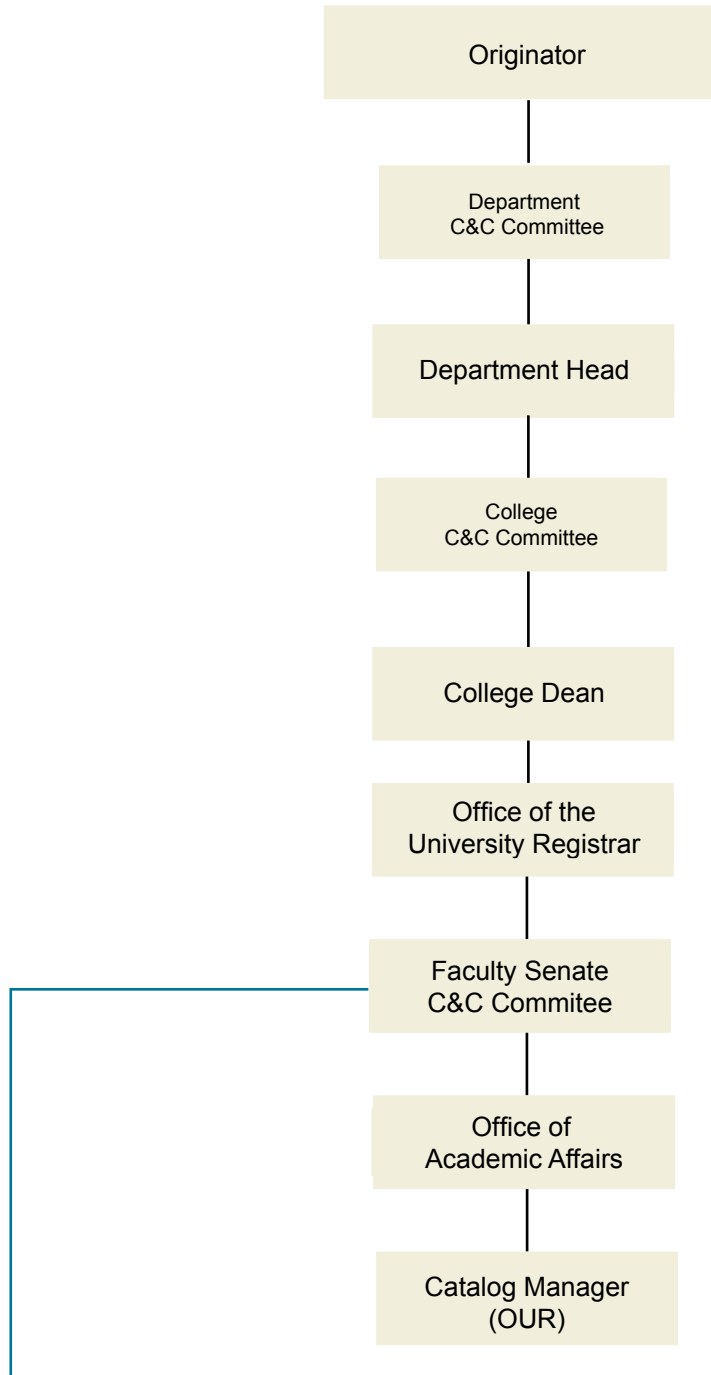Check the approval workflow to see who will review your proposal and what to expect next. Staying informed helps you track progress and address revisions quickly.

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!

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│      C&C Committee       │
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Custom Route

The **Faculty Senate Courses and Curriculum (C&C) Committee** can initiate custom routes in Modern Campus Curriculum for new course 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.