

Rubric Addition or Change Request Procedures

Changing a course rubric or creating a new rubric is a significant curricular action. In Workday, rubric changes function as a drop/add process rather than a simple modification, which can affect student records, degree audits, catalog alignment, transcript history, and historical reporting. Because of these downstream impacts, new rubrics should only be proposed when there is a clear academic or administrative need.

Requests to create a new rubric must include a clear and detailed justification explaining why existing rubrics do not adequately support the proposed curriculum or program structure. Justification should reflect a substantive academic or administrative need and should extend beyond alignment with a program name alone. Appropriate supporting rationale may include documented impacts related to student employment opportunities, professional licensure, graduate school admissions, transcript clarity, or other official reporting and recordkeeping considerations.

Follow These Steps:

1. Obtain written consent from any departments, schools, or colleges that may be affected by the new rubric or rubric change, including units with similar names, abbreviations, or course rubrics.
2. Run MCC impact reports for all courses that will transition to the new rubric to identify where those courses are embedded in existing curricula.
 - 2a. Contact affected departments or programs, as curriculum modifications may be required.
3. Submit the justification, written consents, and all supporting documentation to the Office of the University Registrar (OUR) for review. Written OUR approval must be received before the rubric can be created in MCC.
4. After receiving OUR approval, email the MCC System Administrator at curriculum supp@lsu.edu to request rubric creation.
5. Submit course delete and new course proposals for each affected course. Program modification proposals must also be submitted for all impacted programs.
 - 5a. All related proposals must be submitted simultaneously, even when programs span multiple departments or colleges. The Faculty Senate Courses & Curricula Committee will not review rubric requests until all proposals are submitted.
 - 5b. If affected courses carry ILC approval, corresponding course drop and new course proposals must also be submitted to the Faculty Senate ILC Committee. Refer to the ILC website for requirements.
6. Include syllabi with all new course proposals.
 - 6a. Use the syllabus template to ensure all required elements are included.
7. Attach the written OUR approval as supporting documentation with all proposals.