Proposal Guidelines: New 4+1 Undergraduate/Graduate Dual Degree Programs

As of Fall 2019, all proposals to create a new 4+1 undergraduate/graduate dual degree program will be submitted through the OnBase Curriculum Review application in accordance with the submission deadlines posted on the Senate Curriculum Committee webpage. The directions for completing this type of proposal are embedded in the OnBase Curriculum Review form; however, there are some requirements, procedures, and guidelines of which you should be particularly aware before proposing a new 4+1 program.

- An already existing undergraduate program and an already existing graduate program are required to propose a new 4+1 program. If one of these programs does not exist, the new program must be created and implemented before the 4+1 program proposal may be submitted for consideration.

- The 4+1 is achieved by substituting graduate coursework for undergraduate coursework, thus reducing the total number of credit hours required for the two degrees individually. A maximum of 12 credit hours of graduate coursework may be applied to fulfill undergraduate requirements.
  - Note: Any other accelerated programs that are achieved through year-round degree course completion are not curriculum changes and do not require a curriculum proposal.

- Sponsors of new 4+1 programs must present an exit option for students who do not complete or meet graduate requirements. The "opt-out" clause should be presented in the OnBase Curriculum Review section, "Requirements for Admission and Graduation: Student Status." Sample text for an exit option follows:
  - Students who enter the accelerated [insert graduate degree name] but do not maintain satisfactory progress or who simply choose not to continue pursuing the degree will be allowed to apply up to ## credits of graduate coursework to the [insert undergraduate degree name]. If the student "opts out" before ## credit hours have been completed, any remaining credits needed to complete the ### hour undergraduate degree will be selected through consultation between the advisor, the program/department, and the student.

- Sponsors of new 4+1 programs will be prompted to present a narrative regarding the program's proposed curriculum and structure in the following section: "Program Description: Program Curriculum." Sponsors may provide a brief overview here, or they may simply direct readers to refer to the required program and advising guides.
  - Sponsors are required to include a complete version of the proposed program's official guide. The guide should list all program coursework with individual course hours and the program's total hours; identify new courses associated with the degree-related program; note all courses' pre- and co-requisites.
  - The sponsor also should submit a semester-by-semester advising guide demonstrating the proposed accelerated course of study is achievable within the five-year time frame.
  - Submit program and advising guides as Word documents or as PDFs in the OnBase Curriculum Review sections, "Supporting Documentation: Program Guide" and "Additional Supporting Documentation," respectively.

- A library resource form is not required for this proposal type.

- For a sample template, refer to the OnBase Curriculum Review User Manual: https://irt.rowan.edu/_docs/training/manuals/onbase-manual.pdf

Approval Steps for a Curriculum Proposal:
New Accelerated Undergraduate/Graduate 4+1 Dual Degree Program

New Degree Program: **Accelerated Undergraduate/Graduate 4+1 Dual Degree** A sponsor must obtain approvals from the following individuals/offices/committees:
Department Approvals Department curriculum committee chair; department chair; department head. Note: sponsors in departments with department chairs and department heads must obtain an approval from *both* parties.
Dean's Office Approval College Dean, Associate Dean, or Vice Dean
College Curriculum Committee Approval Once a sponsor's proposal is approved at the department level *and* by their college's dean, associate dean, or vice dean, it is subject to an open hearing and review by the college's curriculum committee.
Senate Curriculum Committee Approval Accelerated undergraduate/graduate dual degree program proposals require an open hearing and a review by the full Senate Curriculum Committee.
Provost's Office Approval Once the Senate Curriculum Committee Chair approves the proposal, it is forwarded to the Provost's Office for administrative approval. This is a two-step process: the Associate Provost reviews the proposal first, followed by the Provost or the Provost's designee.
Registrar's Office: Implementation Once the Provost's Office approves the proposal, it is forwarded to the Registrar's Office for implementation. "Implementation" means when the curricular change will be added to Banner. Any type of curricular change (from changing a course to creating a new degree) typically takes one year to implement.