

PROPOSAL PROCESS D: NEW 4+1 UNDERGRADUATE/GRADUATE DUAL DEGREE

Use the following guidelines to propose a dual accelerated undergraduate/graduate degree where the acceleration is achieved by substituting graduate coursework for undergraduate coursework, thus reducing the total number of credit hours required for the two degrees individually. The 4+1 proposal is the only curriculum process that accomplishes acceleration for achieving the completion of a dual undergraduate/graduate degree through the reduction of required coursework. Any other accelerated programs that are achieved through year-round degree course completion are not curriculum changes and do not require a curriculum proposal. Once a 4+1 program has been created, programs have the option of accelerating the program even further through course scheduling.

4+1 Undergraduate/Graduate Dual Degree proposals require:

- An already existing undergraduate program and graduate program. If one of these programs does exist, the creation and implementation of the new program must be completed before submitting a 4+1 proposal.
- A total of 12 to 18 hours of graduate coursework be applied to fulfill undergraduate requirements.
- An exit option for students who are unable to complete or meet graduate degree requirements.

4+1 Undergraduate/Graduate Dual Degree Proposals do not require a Library Resource Form.

Approval Process:

Process D proposals requires both a College Curriculum Committee hearing and a Senate Curriculum Committee hearing. If approved, the Chair of the Senate Curriculum Committee will forward the proposal to the Provost's Office for administrative approval and implementation.

Please note: The information above and the italicized text in the following guidelines are for explanatory purposes and should not be part of the final proposal.

Abstract (one-page): Abstracts must provide the following information:

- a. **Program Title:**
- b. **Sponsors:** The person(s) initiating and the department sponsoring the proposal should be indicated.
- c. **Classification of Instructional Program (CIP) Code:** [CIP Selector](#)
- d. **General Merit of the Program:**
- e. **Relationship to Pre-Existing Programs or Offerings:**
- f. **Summary of Curriculum:**

Total required coursework hours for <insert undergraduate degree name>: ###

Hours of graduate coursework from <insert graduate degree name> applied to <insert undergraduate degree name>: ##

Remaining course work hours required to complete <insert graduate degree name>: ##

Total coursework hours for <insert name of the 4+1 dual degree>: ###

- g. **Implementation Time Frame:** State the first semester the program will be offered.
- h. **Additional Resources Required (technology, staff, space):** State NONE if no additional resources are needed. If additional sources are needed, provide information from section I.g. here.

I. DETAILS

- a. **Title of Proposal:** Title of the 4+1 dual degree.
- b. **Sponsor(s):** The first sponsor listed will be considered the lead sponsor and must be an active faculty member. For interdisciplinary certificate programs, joint sponsorship by all concerned departments is desirable. For interdisciplinary programs across colleges, a secondary dean should sign the submission form.
- c. **Classification of Instructional Program (CIP) Code(s):** [CIP website](#)

d. Scope and Size of the Program: *This refers to the number of students initially expected to enroll in the program and its anticipated growth.*

e. Requirements for admission and graduation:

- 1. Admission:** *Address the admission criteria for both the undergraduate and graduate degrees individually. Explain at what point students will apply to the graduate portion of the 4+1 program and list all additional requirements—including any requirements related to the application process, GPA, required coursework the applicant should have completed, etc.*

Sample text: Applicants to the 4+1 Dual Degree program will apply for admission to the graduate program in the X semester of their junior year of the undergraduate program (## hours completed). Application requirements are as follows:

- *A minimum overall GPA of #.# in undergraduate coursework*
- *Completion of the following courses: _____*
- *A complete online CGCE application, including a personal statement*
- *# letters of nomination/recommendation from _____*

- 2. Graduation:** *Specify the requirements for graduating with the 4+1 dual degree. This would include GPA for both the undergraduate and graduate degrees. Note: Students who meet the requirements for the graduate degree will receive both degrees simultaneously.*
- 3. Student Status:** *Explain any requirements the student must meet to remain in the program, particularly the graduate program, such as maintaining a certain GPA, earning a minimum final grade for individual courses, full-time status, etc.*

Sponsors also should provide an “opt-out” clause for students who have begun the graduate portion of their coursework for the 4+1 degree but who cannot complete the degree.

Sample text: Students who enter the accelerated <insert name of the graduate degree> but do not maintain satisfactory progress or who simply choose to not continue pursuing the degree will be allowed to apply up to ## credits of graduate coursework to the <name of the undergraduate degree>. If the student “opts out” before ## have been completed, any remaining credits needed for ### credits required for the undergraduate degree will be selected through consultation between the advisor, the program/department, and the student.

Program Courses that are not required General Education Courses but fulfill Rowan
General Education requirements

Course Title ## Credit Hours General Education Bank/Literacy

List Courses

<insert name of the undergraduate degree> Coursework ## Credit Hours

Course Title ## Credit Hours

List Courses

<insert name of the Graduate Degree> Coursework ## Credit Hours

Course Title ## Credit Hours

List Courses

b. Coursework Sequence:

Advising sheet with courses by semester attached.

- c. Administration:** *Describe the program’s administrative organization, taking care to include details about the specific role of each group and/or department.*
- d. Program Evaluation:** *Explain the procedures that will be used to assess the success of the program in meeting its goals and objectives.*

IV. RESULTS OF CONSULTATIONS

- a. Consultations Requested:** *List by name and department and date requested. Letters of consultation must be from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments/colleges potentially involved must be included.*
- b. Consultation Received:** *Copies of emails are acceptable. Letters from all parties listed as consultants are expected to be included.*

- c. Consultations Not Received:** *List the names and departments of anyone who did not respond to the consultation request.*

- d. Response to Consults:** *Respond to negative consults or to suggestions or recommendations in consult letter(s) that were not implemented in the proposal. If all consults are positive, state NONE.*