

## Proposal Guidelines: Changes to an Existing Degree or Degree-Related Program

As of Fall 2019, all proposals to make changes to existing degree and degree-related programs 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 guidelines, requirements, and procedures of which you should be particularly aware before proposing changes to an existing degree or degree-related program.

- Only one existing degree or degree-related program may be changed per proposal.
- Eligible changes for this proposal type typically include changes to coursework requirements, program hours, admissions requirements, and/or graduation requirements. However, if a sponsor is proposing changes to program requirements that also include changes to individual courses (such as changes to existing courses' titles or numbers, catalog descriptions, pre- or co-requisites, credit hours, etc.), they may opt to do so in a single "Changes to an Existing Degree or Degree-Related Program" proposal.
- This proposal type *cannot* be used to take any of the following actions:
  - Change the name of an existing degree or degree-related program;
  - Suspend or dissolve an existing degree or degree-related program;
  - Move an existing degree or degree-related program to another academic unit;
  - Propose a new 4+1 undergraduate / graduate dual degree program;
  - Propose a new degree or degree-related program
- This type of proposal requires the submission of updated program guides (or, when relevant, an updated electives course bank).
  - Until announced otherwise, sponsors should include an updated version of their program's pre-Fall 2018 program guide *and* an updated version of the program guide effective for students entering in Fall 2018 or later. (The program guide template effective Fall 2018 is available on the SCC webpage.)
  - Updated program guides (or, when relevant, updated elective course banks) should be submitted as either Word documents or as PDFs in the OnBase Curriculum Review section, "Supporting Documentation: Program Guide."
  - If the proposed curricular change(s) is not applicable to students working under the pre-Fall 2018 version of the sponsor's program, the sponsor should explain this aspect of the proposal in the OnBase Curriculum Review section, "Degree/Program Changes: Statement of Need for Change." If a lengthier explanation is necessary, sponsors should submit that narrative as either a Word document or a PDF in the OnBase Curriculum Review section, "Supporting Documentation: Additional Supporting Documentation."
- This proposal type does not require a library resource form.
- If you have questions about what constitutes a change to a degree or degree-related program, which curriculum review form is the most appropriate for you to use, or how to present those changes accurately using the new OnBase Curriculum Review application, contact your College Curriculum Committee Chair or the SCC Chair before submitting the proposal for consideration.
- 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:  
Changes to an Existing Degree or Degree-Related Program**

A sponsor must obtain approvals from the following individuals/offices/committees:
<p><b>Department Approvals</b> Department curriculum committee chair; department chair; department head. Note: sponsors in departments with department chairs and department heads must obtain an approval from <i>both</i> parties.</p>
<p><b>Dean’s Office Approval</b> College Dean, Associate Dean, or Vice Dean</p>
<p><b>College Curriculum Committee Approval</b> Once a sponsor’s proposal is approved at the department level <i>and</i> 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.</p>
<p><b>Senate Curriculum Committee Approval</b> All changes to existing degrees or degree-related programs require a senate-level review. However, while proposals making three or fewer changes require only a review by the SCC Chair before moving forward in the curriculum review process, proposals making four or more changes to an existing degree or degree-related program require an open hearing and a review by the full Senate Curriculum Committee.</p>
<p><b>Provost’s Office Approval</b> Once the Senate Curriculum Committee 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.</p>
<p><b>Registrar’s Office: Implementation</b> 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.</p>