

Quasi-Curricular Proposal Guidelines

As of Fall 2019, all quasi-curricular proposals 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 submitting a quasi-curricular proposal.

- Only the quasi-curricular change(s) may be presented in this proposal type. Proposals to make related curricular changes must be presented separately using the guidelines and the OnBase Curriculum Review application form appropriate for those changes.
- Quasi-curricular proposals generally fall into two categories. The first category are proposals that directly or indirectly affect curriculum but do not represent curriculum in and of themselves. The second category are those proposals that transcend identification with a single department or college. Sample quasi-curricular proposal types include:
 - Change the name of an existing degree or degree-related program
 - Dissolve or suspend an existing degree
 - Create or dissolve a department, school, college, or other academic unit
 - Move a department from one college to another college or academic unit
 - Change the name or structure of a department, school, college, or other academic unit
 - Change curriculum approval processes
 - Create or dissolve types of degree and degree-related programs (generic, not specific)
 - Change universal graduation, Rowan Core, or Basic Skills requirements
- 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: Quasi-Curricular Proposals

A sponsor must obtain approvals from the following individuals/offices/committees:
<p>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 <i>both</i> parties.</p>
<p>Dean’s Office Approval College Dean, Associate Dean, or Vice Dean</p>
<p>College Curriculum Committee Approval 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>Senate Curriculum Committee Approval Quasi-curricular proposals require an open hearing and a review by the full Senate Curriculum Committee.</p>
<p>University Senate Review Quasi-curricular proposals require a presentation to the full University Senate for a formal vote.</p>
<p>Provost’s Office Approval Once the University Senate approves the proposal, the University Senate President will forward it 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. Depending on the nature of the proposal, the proposal also may be presented to the Board of Trustees (BOT) Academic Affairs Subcommittee.</p>
<p>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 typically takes one year to implement.</p>