

Proposal Guidelines: Changes to Existing Courses

As of Fall 2019, most proposals to make changes to existing courses 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 submitting 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 undergraduate or graduate course.

Existing Non-Rowan Core Courses:

- The OnBase Curriculum Review application allows for only one existing course to be changed per proposal (although multiple changes may be made to that individual course).
- If a sponsor needs to make multiple changes to individual courses and program requirements, they may opt to do so in a single “Changes to an Existing Degree or Degree-Related Program” proposal (recommended).
- This type of proposal requires the submission of updated program guides or (in the case of electives that may not appear on a program guide), an updated electives course bank.
 - 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.)
 - Program guides and/or elective course banks should be submitted as PDFs in the OnBase Curriculum Review section, “Supporting Documentation: Program Guide.” **Highlight** proposed changes or use a bright and easily legible font color (e.g. red) so changes may be located quickly within program guides by reviewers.
 - 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, “Curricular Effect: Course Effect for Students.”
- For a sample template, refer to the OnBase Curriculum Review User Manual: <https://irt.rowan.edu/docs/training/manuals/onbase-manual.pdf>
- Sponsors proposing to add an existing course to Rowan Core should follow the process posted on the Learning Assessment and Rowan Core (LARC) webpage.

Existing Rowan Core Courses:

- Use the OnBase Curriculum Review application to make changes to an existing Rowan Core course such as changing the course’s prefix, number, title, credit hours, pre- and/or co-requisites, catalog description, or adding a Writing Intensive designation. These changes are reviewed by the Senate Curriculum Committee and do not require a review by LARC.
 - Note: Sponsors proposing changes to an existing course on the former general education model (e.g. ACE, M/G, LAB, etc.) also should use the OnBase Curriculum Review application.
- Do not use the OnBase Curriculum Review application if you propose to make any of the following changes to an existing Rowan Core course: changes to the Rowan Core literacy, objectives, outcomes, or assessment methods. These changes are reviewed by LARC and do not require a review by the Senate Curriculum Committee. Sponsors who propose to make such changes to an existing Rowan Core course should follow the process and guidelines posted on the LARC webpage.

**Approval Steps for a Curriculum Proposal:
Changes to Existing Courses**

Changes to Existing Courses Non-Rowan Core A sponsor must obtain approvals from the following individuals/offices/committees:	Changes to Existing Courses Rowan Core* 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 <i>both</i> parties.	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.
Dean's Office Approval College Dean, Associate Dean, or Vice Dean	Dean's Office Approval College Dean, Associate Dean, or Vice Dean
College Curriculum Cmte 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.	College Curriculum Cmte 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.
Senate Curriculum Cmte Approval Proposals making changes to existing courses do not require an open hearing and review by the full Senate Curriculum Committee, but they do require a review by the SCC Chair.	Senate Curriculum Cmte Approval Proposals making changes to existing courses do not require an open hearing and review by the full Senate Curriculum Committee, but they do require a review by the SCC Chair.
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.	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 take one year to implement.	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.
	*Note: Changes to literacies, course objectives, outcomes, or assessment methods are reviewed by the Learning Assessment and Rowan Core Committee (for more information, consult the guidelines posted on the LARC webpage). All other changes (e.g., to course titles, numbers, prefixes, catalog descriptions, prerequisites, credit hours, etc.) are reviewed by college curriculum committees and by the SCC Chair.