

Approval Steps for a Curriculum Proposal: New Courses and Changes to Existing Courses

New Course Proposals Non-Rowan Core A sponsor must obtain approvals from the following individuals/offices/committees:	New Course Proposals Rowan Core A sponsor must obtain approvals from the following individuals/offices/committees:	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:
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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.	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 New course proposals do not require an open hearing and review by the full Senate Curriculum Committee, but they do require a review by the SCC Chair.	Learning Assessment and Rowan Core Cmte Approval New Rowan Core courses require a review by the Learning Assessment and Rowan Core Committee (LARC).	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.	Senate Curriculum Cmte Approval New course proposals 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 takes one year to implement.	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.
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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:

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

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 may require an open hearing and a review by the full Senate Curriculum Committee.

Provost's Office Approval

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.

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.

Approval Steps for a Curriculum Proposal: New Degree and Degree-Related Programs

<p style="text-align: center;">New Degree Program: Accelerated Undergraduate/Graduate 4+1 Dual Degree</p> <p style="text-align: center;">A sponsor must obtain approvals from the following individuals/offices/committees:</p>	<p style="text-align: center;">New Degree Program: Undergraduate -or- Graduate</p> <p style="text-align: center;">New degree programs require preliminary approval by the BOT Academic Affairs Subcommittee <i>before</i> a formal proposal may be submitted for consideration. Then a sponsor must obtain approvals from the following individuals/offices/committees:</p>	<p style="text-align: center;">New Degree-Related Program: Minors, Concentrations, and Certificates</p> <p style="text-align: center;">A sponsor must obtain approvals from the following individuals/offices/committees:</p>
<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>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>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>
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<p>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.</p>	<p>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.</p>	<p>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.</p>
<p>Senate Curriculum Cmte Approval Accelerated undergraduate/graduate dual degree program proposals require an open hearing and a review by the full Senate Curriculum Committee.</p>	<p>Senate Curriculum Cmte Approval Single degree program proposals (undergraduate <i>or</i> graduate) require an open hearing and a review by the full Senate Curriculum Committee.</p>	<p>Senate Curriculum Cmte Approval All types of degree-related program proposals (minors, concentrations, certificates) require an open hearing and a review by the full Senate Curriculum Committee.</p>
<p>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.</p>	<p>University Senate Review Single degree program proposals (undergraduate <i>or</i> graduate) require a presentation to the full University Senate for a formal vote.</p>	<p>University Senate Review All types of degree-related program proposals (minors, concentrations, certificates) require a presentation to the full University Senate for a formal vote.</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 (from changing a course to creating a new degree) typically takes one year to implement.</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. At this point, the proposal will be "held" for additional institutional and state approval requirements and procedures, including an external consultation. Once those requirements are met the proposal must be approved by the Board of Trustees (BOT) Academic Affairs Subcommittee as well as the full BOT. Once those requirements are met, the fully approved proposal will be sent to the Registrar's Office for program implementation.</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. Note: before a degree-related program proposal may be forwarded to the Registrar's Office for final implementation, the proposal must be announced to the Board of Trustees (BOT) Academic Affairs Subcommittee, to the full BOT and to the State of New Jersey.</p>
	<p>Registrar's Office: 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>	<p>Registrar's Office: 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>

Approval Steps for a Curriculum Proposal: Quasi-Curricular Proposals

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

Quasi-curricular proposals require an open hearing and a review by the full Senate Curriculum Committee.

University Senate Review

Quasi-curricular proposals require a presentation to the full University Senate for a formal vote.

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.

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.