Proposal Guidelines: New Degree-Related Programs

As of Fall 2019, all proposals to create a new degree-related program (Minor, Concentration, Certificate of Undergraduate Study, Certificate of Graduate Study, Certificate of Advanced Graduate Study, Certificate of Post-Baccalaureate Study) 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 proposing a new degree-related program.

- Only one new degree-related program may be created per proposal.

- New degree-related program proposals always require a library resource form. The form must be completed by the sponsor *and* by their home department's library liaison. The form and a link to Campbell Library's list of department liaisons are available on the SCC webpage.

- To ensure a proposed degree-related program is in alignment with basic university requirements, sponsors should review carefully the "Curriculum Definitions for Degree and Degree-Related Programs" document prior to drafting and submitting a formal curriculum proposal. The "Curriculum Definitions" document is available on the SCC webpage.

- Sponsors are required to include a complete version of the proposed program's official guide. The guide should: list program coursework with individual course hours and the program's total hours; identify new courses associated with the degree-related program; note all courses' pre- and co-requisites.
    - If there is a particular sequence of coursework for the proposed degree-related program, the sponsor also should submit a semester-by-semester advising guide. Submit program and advising guides either as Word documents or PDFs in the OnBase Curriculum Review sections, "Supporting Documentation: Program Guide" and "Additional Supporting Documentation," respectively (PDF format preferred).
    - Sponsors should use the single OnBase Curriculum Review section, "Rationale: General Merit of the Proposal," to discuss one or more of the following:
        - Need for the proposed program (e.g., student demand, labor market need, etc.);
        - The proposed program's specific merits as they relate to the missions of the University and College as well as to the department's goals;
        - The proposed program's merits in relation to specific similar programs at peer and aspirant institutions.
- Reminder: new degree-related programs that are to be housed within existing programs should use the relevant portions of that program's assessment grid. Assessment materials should be submitted as either a Word document or a PDF in the OnBase Curriculum Review section, "Supporting Documentation: Assessment" (PDF format preferred).
- 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:
New Degree-Related Programs

New Degree-Related Program: **Minors, Concentrations, and Certificates** 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 types of degree-related program proposals (minors, concentrations, certificates) require an open hearing and a review by the full Senate Curriculum Committee.
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.
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.
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.