New Undergraduate or Graduate Degree Program Proposal Guidelines

As of Fall 2019, all proposals to create a new undergraduate or graduate degree program 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 (including some changes) of which you should be particularly aware before proposing a new undergraduate or graduate degree program.

- A new undergraduate or graduate degree program proposal requires the preparation of a white paper and its approval by the Board of Trustees Academic Affairs Subcommittee *before* a full, formal curriculum proposal may enter the university's curriculum review pipeline. For more information on the preauthorization process for new BA, BS, MA, MS, and PhD program proposals, contact the Office of the Vice President for Academic Affairs.

- To ensure a proposed degree program is in alignment with basic university requirements, sponsors should review carefully the definitions and parameters for undergraduate and graduate degree programs prior to drafting and submitting either a white paper or the formal curriculum proposal. The "Curricular Definitions for Degree and Degree-Related Programs" document is available on the Senate Curriculum Committee's webpage.

- Sponsors are required to include a complete version of the proposed program's official guide (informal advising sheets no longer will be accepted). Guides should be submitted either as Word documents or as PDFs in the OnBase Curriculum Review section, "Supporting Documentation: Program Guide" (PDF format preferred).
    - Sponsors proposing a new undergraduate degree program should use the official undergraduate program guide template (effective Fall 2018), which is available on the SCC webpage.
    - Sponsors proposing new graduate programs should work with their department to generate an appropriate guide.
    - Sponsors are discouraged from proposing new undergraduate or graduate degree programs without having the necessary coursework in place. If sponsors must propose a new degree program and corresponding coursework simultaneously, proposed new courses should be marked clearly in the guide, in addition to being listed in the form section, "Related Curriculum Proposals Being Submitted Simultaneously."
    - Sponsors should use the single OnBase Curriculum Review section, "Rationale: General Merit of the Proposal," to discuss 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.

- New degree proposals require a library resource form, which 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.

- 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 Programs
(BA, BS, MA, MS, PhD)

New Degree Program:
Undergraduate -or- Graduate
New degree programs require preliminary approval by the BOT Academic Affairs Subcommittee *before* a formal proposal may be submitted for consideration. Then 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

Single degree program proposals (undergraduate *or* graduate) require an open hearing and a review by the full Senate Curriculum Committee.

University Senate Review

Single degree program proposals (undergraduate *or* graduate) 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. 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.

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.