

## **PROPOSAL PROCESS F: NEW DEGREE PROGRAM (UNDERGRADUATE OR GRADUATE)**

Use the following guidelines and template to create a single new degree program (undergraduate or graduate). A new degree program proposal requires the preparation of a white paper and its approval by of the Board of Trustees (BOT) Academic Affairs Subcommittee *before* a formal curriculum proposal may be submitted for review and approval. The entire pre-approval process (including the creation of required documentation) must be undertaken in concert with the department, the respective college Dean(s), and the Provost's Office.

Process F proposals must include a completed [Library Resource Form](#) and clearly defined program goals that follow university-established guidelines for student learning goals and outcomes.

### Degree Program Definitions and Parameters

**Major: Bachelor of Arts/Bachelor of Science:** A focused area of study that results in an undergraduate degree. All major degree programs will have a minimum of at least 12 credit hours of common coursework that all students are required to complete in addition to any concentrations restricted electives, advisory tracks of study, or other program options.

**Bachelor of Arts:** 30 to 39 credit hours of focused coursework, which combined with free electives (21 to 39 credit hours) and general education requirements (42 to 60 credit hours)\* result in a total of 120 credit hours and graduation.

**Bachelor of Science:** 60 to 64 credit hours of focused coursework, which combined with free electives (4 to 18 credit hours) and general education requirements (42 to 54 credit hours)\* result in a total of 120 to 122 credit semester hours and graduation.

**Specialized Bachelor of Arts or Bachelor of Science:** 60+ credit hours of hours of focused coursework, which combined with free electives (0-18) and general education requirements (42 credit hours)\* result in a minimum of a 120 credit hours and graduation.

*\* While special circumstances may warrant a proposed major to vary in the recommended credit hour structure, the variation will need to be sufficiently explained and justified in the program proposal.*

**Master of Science/Master of Art:** A focused program of graduate study consisting of 30 to 36 credit hours. Minimum acceptance requirements include a completed BA or BS. Any additional admission and graduation requirements are defined by the program or department.

**Ph.D. Program:** A focused program of graduate study constituting a maximum of 72 credit hours beyond a Master's degree. Admission requirements are defined by the program or department in consultation with Rowan Global Learning and Partnerships. Minimum acceptance requirements include a MA or MS. Any additional admission and graduation requirements are defined by the program or department.

### Approval Process

Process F proposals require a College Curriculum Committee hearing, a Senate Curriculum Committee hearing, and then are presented to the Full University Senate for a formal vote. If approved by those bodies, Process F proposals are forwarded to the Provost's office for administrative approval. At that point, the proposal will be subject to additional institutional and state approval requirements and procedures, including an external consultation.

**Please note: The information above and the italicized text in the guidelines that follow are for explanatory purposes and should not be part of the final proposal.**

**Abstract (one-page):** Abstracts must provide the following information:

- a. **Degree Type and Name:**
- b. **Sponsors:** *The person(s) initiating and the department sponsoring the proposal should be indicated. For interdisciplinary courses, joint sponsorship by all concerned departments is desirable. Primary sponsorship for the proposal and responsibility for administration of the course must be clearly indicated.*
- c. **Date of BOT Academic Subcommittee Approval:**
- d. **Classification of Instructional Program (CIP) Code(s):** ([CIP Selector](#)).
- e. **Need for the Program:**
- f. **Relationship to Existing Programs or Offerings:**
- g. **Summary of Curriculum:** *Provide a detailed breakdown of the coursework by category and credit hours for each, including the total number of required hours for graduation. Categories may include, depending on the program, General Education/Rowan Core requirements, core coursework, concentrations, program electives, and free electives.*
- h. **Implementation time frame:** *State the first semester the program is intended to be offered and provide a table showing the projected enrollment for the program's first five years. Copy table from I.h.*
- i. **Resources required (space, technology, staff):**

**I. DETAILS**

**a. Degree Type and Name:**

**a. Sponsor(s):** *The first sponsor listed will be considered the lead sponsor and must be an active faculty member. For interdisciplinary programs, joint sponsorship from all concerned departments is desirable. For interdisciplinary programs across colleges, a secondary dean should sign the Process Submission form.*

**b. Date of BOT Academic Subcommittee Approval:**

**c. Classification of Instructional Program (CIP) Code:** [CIP website](#)

**d. Scope and Size of the Program:** *This refers to the number of students initially expected to enroll in the program and its anticipated growth.*

**e. Requirements for admission and graduation:**

**1. Admission:**

**2. Graduation:**

**3. Student Status:** *“Student status” generally refers to the GPA or to other requirements a student must maintain to remain in the program. NOTE: The default response to this question for an undergraduate program is “A student must maintain good academic standing as defined by the University.” If the undergraduate program is requiring standards above this (such as a 2.5 or higher in program coursework), a detailed justification for the standard must also be included.*

*Graduate programs often require an average GPA higher than 2.0 as well as minimum grade requirements for individual courses, as well as other limits. Sponsors may use this section to specify such requirements as well as the number of times a student may repeat graduate coursework where the minimum GPA has not been met.*

**f. Suggested implementation time:** *State the first semester the program is intended to be offered.*

**g. Resource requirements:**

**1. Equipment, Space, Technology, etc.:**

\_\_\_\_\_ Current resources are sufficient.

\_\_\_\_\_ Additional resources are needed. *Explain resource needs.*

**2. Staffing Resources:**

\_\_\_\_\_ Current resources are sufficient.

\_\_\_\_\_ Additional resources are needed. *Explain resource needs.*

**3. Library Resources:** *Attach a completed and signed Library Resource Form.*

\_\_\_\_\_ Current resources are sufficient.

\_\_\_\_\_ Additional resources are needed. *Explain resource needs.*

- i. **Related Curriculum Proposals Being Simultaneously Submitted:** *List only proposals directly related to this proposal (e.g., new course proposals). If none, state NONE.*

**II. RATIONALE**

- a. **Need for Program:** *Explain the student demand, labor market need, prospective employers, and availability at nearby institutions.*
- b. **General Merit of the Program:** *Indicate the program's specific merits as they relate to the missions of the University and College as well as to the department's goals.*
- c. **Compare and contrast the program with similar programs of high quality:** *Discuss meaningfully the merits of the proposed program in relation to the similar programs at the peer/aspirant institutions listed.*

### III. PROGRAM DESCRIPTION

- a. **Program Goals:** *Outline the expected Program Goals, Student Learning Goals, and Student Learning Outcomes following university established guidelines for institutional assessment.*
- b. **Program Curriculum and Structure:** *Outline program structure and courses (required courses, concentrations, elective banks, etc.). Identify any new courses associated with the program. Include complete course names and total hours. Include a program advising sheet.*
- c. **Administration:** *Describe the program's administrative organization, taking care to include details about the specific role of each group and/or department.*
- d. **Program Evaluation:** *Explain the procedures that will be used to assess the success of the program in meeting its goals and objectives.*

### IV. RESULTS OF CONSULTATIONS

- a. **Consultations Requested:** *List by name and department and date requested. Letters of consultation must be from all departments or programs (chairs or coordinators) that have similar course content or might otherwise be affected by this proposal. If the proposal is interdisciplinary, evidence concerning consultation with all departments/colleges potentially involved must be included.*
- b. **Consultation Received:** *List by name and department. Copies of emails are acceptable. Letters from all parties listed as consultants are expected to be included.*
- c. **Consultations Not Received:** *List by name and department. List the names and departments of anyone who did not respond to the consultation request.*
- d. **Response to Consults:** *Respond to negative consults or to suggestions or recommendations in consult letter(s) that were not implemented in the proposal. If all consults are positive, state NONE.*