RowanUniversity
INFORMATION RESOURCES & TECHNOLOGY

Curriculum Review using OnBase

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Table of Contents

4 Introduction

4 Access Curriculum Review

4 Accessing Curriculum Review Off Campus

5 Important Terms for Sponsors/Co-Sponsors

5 Sponsor/Co-Sponsor Information

5 Approver Information

6 Important Terms for Approvers

7 Approve/Return Proposals

8 Search for Proposals in OnBase

9 Find Proposals with Document Retrieval and Custom Query

10 Workflow

11 View Proposal Attachments and Downloads

12 New Course Proposal Example

15 Change to Existing Course Proposal Example

17 New Degree / Program Proposal Example

20 Changes to Existing Degree / Program Proposal Example

22 Accelerated Undergrad / Grad Dual Degree Proposal Example

25 Quasi Curricular Proposal Example

Learning Objectives

The learner will be able to:

1. Access Curriculum Review
2. Complete a Curriculum Review Proposal
3. Attach Documentation to a Proposal
4. Understand OnBase Terms
5. Approve and Return Proposals
6. Search for Proposals
7. Understand Workflow
8. View Proposal Attachments
9. View Proposal Examples for Six Total Proposal Types

1.0 Version Control

Version	Date	Person	Change
1.0	11/01/2018	Erica King	New Application

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Rowan University
INFORMATION RESOURCES & TECHNOLOGY

Curriculum Review Reference Guide

Training & Instructional Support

www.rowan.edu/irt-training

Overview

The University Senate and Office of the Provost are automating the curriculum submission process using an application called OnBase. OnBase provides a streamlined, paperless process that will automatically route proposals to the appropriate parties, allow users to keep track of revisions, and provide status updates with just a few keystrokes. The approval steps for proposals are the same, only the process has changed.

Accessing Curriculum Review

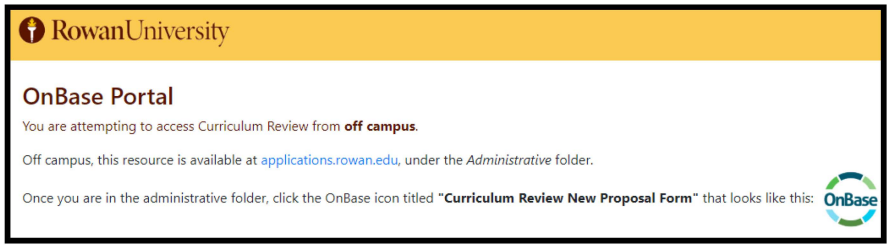
Sponsors/Co-Sponsors will submit their proposals through a form using an internet browser. Approvers will make decisions on the proposals through OnBase. Google Chrome is recommended for the best results, however, Curriculum Review is also supported by Internet Explorer 11.

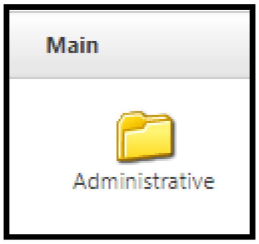
To begin a new curriculum proposal as a Sponsor/Co-Sponsor, visit

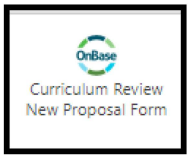
https://go.rowan.edu/Curriculumreview

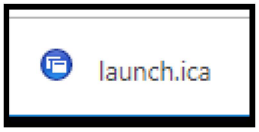
To review a proposal as an Approver, visit **https://go.rowan.edu/onbase**

To log in to the OnBase system to view proposals while away from campus you will be directed to the standard VPN view, if you have VPN access. If you do not have VPN access:





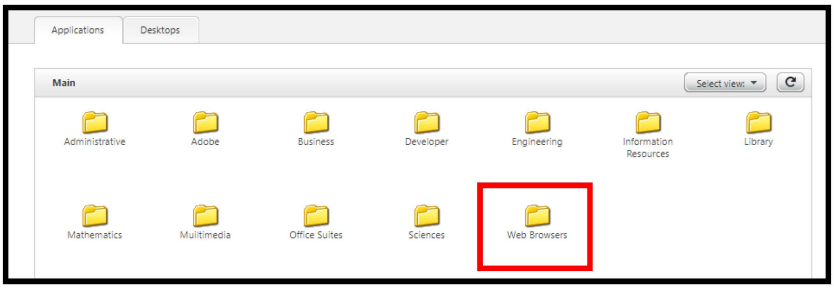


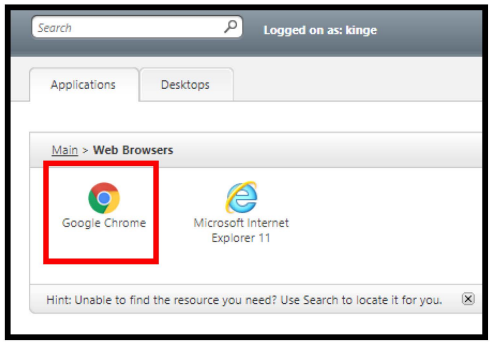


Follow the link and log in with your Rowan username and password. Click on the **Administrative** folder, then click on the **Curriculum Review New Proposal** icon. This will download Citrix to allow you to access the system. Go to the bottom left-hand corner of your browser window and click the **launch.ica** file. Log in again with your credentials and complete the **Duo** process if prompted.

Using Emailed Links to Forms Off Campus

If you are attempting to access a Curriculum Review proposal from off campus and are not logged in using VPN, you will not be able to launch OnBase or view a proposal by clicking the link provided in email notifications you receive. To use the links provided to you in email notifications, you will first need to visit **applications.rowan.edu** and enable a **Chrome** browser, located under the folder **Web Browsers.** Then copy and paste the link found in your email notification into the web browser.





Important Terms For Sponsor / Co-Sponsors

Sponsor/Co-Sponsor - Sponsors and Co-Sponsors will access a form online to submit one of six types of proposals for review.

Approve / Return - Approve pushes the document to the next level of approvals, return sends the document back to the Sponsor/Co-Sponsor with suggestions.

Save - There is no "Save" button on proposals for Sponsors/Co-Sponsors. The way to "Save" a proposal is to answer No to the question "Is this proposal complete?" Then hit Submit to have the proposal saved for completion later.

Returned - If a proposal is returned, notes, recommendations for improvements, or a request for further documentation will be present in the approver section of the form. When changes are made and the proposal is resubmitted, it will resume from the place in the process it was returned from.

Review - Regardless of email notifications received, the Sponsor/Co-Sponsor can review the proposal at any time and discover which queue their proposal is in.

Email Notifications - Emails will be sent for every step in the process. Every person involved in the process will receive the emails, but action will not always be required.

Sponsors / Co-Sponsors

Sponsors/Co-Sponsors will access the form online to submit one of six types of proposals:

- New Course requests
- Changes to Existing courses
- New Degree/Program requests
- Changes to Existing Degree/Programs
- Accelerated Undergrad/Grad Dual Degree Program
- Quasi Curricular Proposals.

Once the form is accessed, depending on the proposal type, each field must be completed in each section of the form. If the intent is to submit the form and the answer to the question at the bottom of the form **"Is this Form Complete"** is **Yes**, all supporting documentation should be attached and **Submit** will be chosen. If the answer is **No** and the form will be completed in the future, supporting documentation will need to be added later when the form is complete and ready to be submitted. If a proposal needs to be saved to finish at a later date, there is no "Save" button on the proposal form. The way to "Save" a proposal is to answer **No** to the question **"Is this proposal complete?"** Then hit **Submit** to have the proposal saved for completion at a later date.

Once a proposal is submitted only a Sponsor/Co-Sponsor can withdraw the proposal. If the proposal needs to be reinstated, the Sponsor/Co-Sponsor must contact the support desk either by emailing support@rowan.edu, or by visiting support.rowan.edu. Please include the proposal number in your request.

To attach necessary documentation to your proposal, follow these steps:

1. Each Section that requires an attachment contains an attach button
2. Click on the attach button
3. Navigate to the file on your computer
4. Click on the file you need uploaded
5. Click on the Open button (Choose button on a Mac)
6. Repeat these steps for each section that requires an attached document
7. Click on the Submit button to save the attached documents to the form

Please see the appropriate Appendix to view examples of each of the six proposal types, and to view answers to questions regarding how they are completed.

Information for Approvers

Once the proposal has initially been submitted, all approvers can access proposals requiring approval through a link to the form, which will be emailed to the appropriate parties depending on where it is in the approval process. Please see Page 4 for directions using links if you are off campus. If approval is needed, the expectation is that the appropriate person within the process will review the proposal and any documentation attached, and either **Approve** the proposal, which forwards it to the next approver in the process or **Return** the proposal. If the proposal is returned, notes should be included as to why, as well as suggestions on missing information that must be included if the proposal is to be approved when resubmitted. In the event of a **Returned** proposal, all subsequent approvers will receive an email notification to inform all involved parties where the proposal is in the process.

IMPORTANT NOTE

The link to an OnBase form is emailed to you as the Sponsor / Co-Sponsor when it has been saved as a draft, or returned by an approver. When you follow the link the fields are editable. If that email is forwarded to another person, they will be able to edit the fields, attach documents and submit the form on your behalf. Be certain you are comfortable with someone editing your proposal fields or attaching documents on your behalf as Sponsor / Co-sponsor before you make the decision to forward the email.

Proposal Approvers

If there is a proposal to review, an Approver will receive an email notification. There will be a link to the proposal and the Approver can click the link to view the information. An approver can also log in to the OnBase system to view one or more proposals awaiting their approval. See Page 4 of this guide for directions on how to access the OnBase system and how to use links while off campus.

Important Terms For Approvers

Here is useful terminology used while logged in to OnBase to view, review, approve and return proposals:

Workflow - Workflow is an electronic document routing system that enables users to process work more efficiently, quickly, and more accurately than with traditional paper. OnBase Workflow handles successive points of input or action required in order to complete a task, process, or procedure. From processing transcripts to reviewing exceptions, Workflow streamlines collaboration.

Queue - Queues are the basic elements in a Workflow. A queue represents a document's current state or point in a process

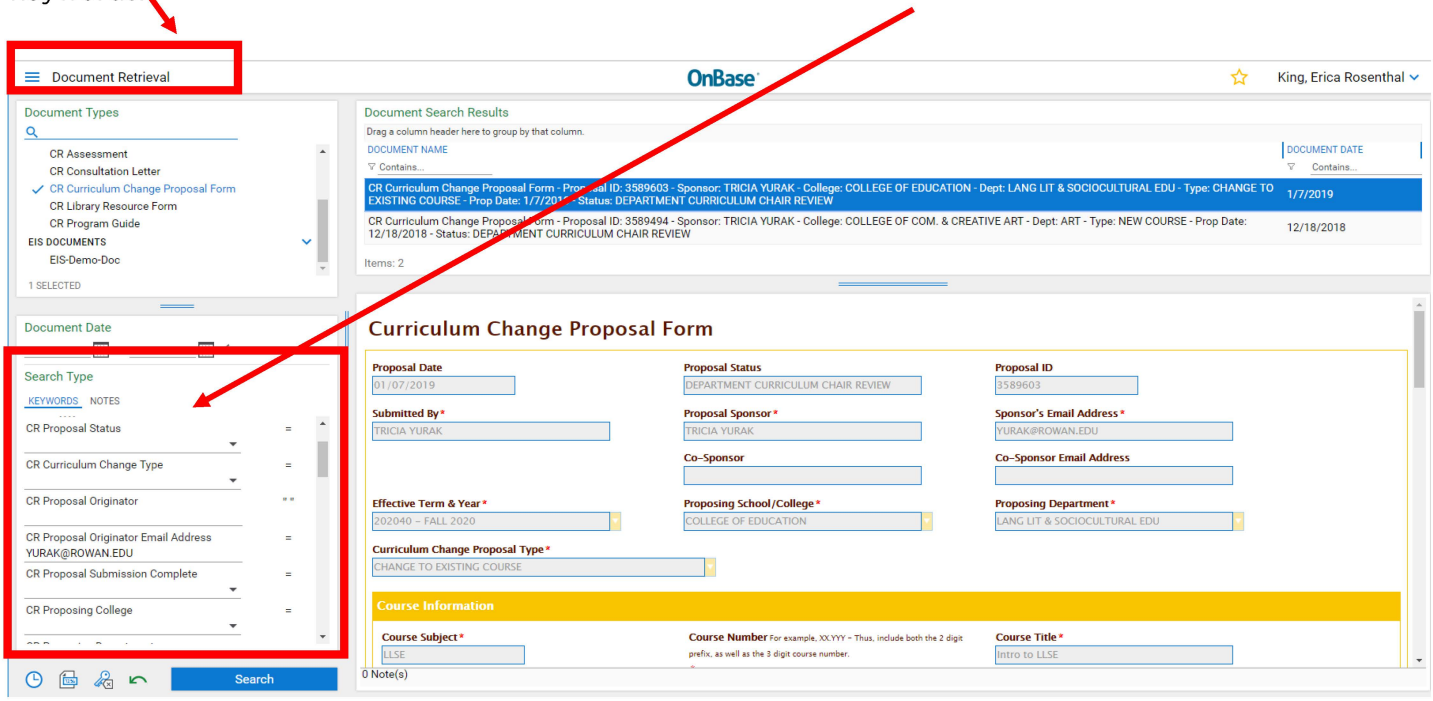
Document Retrieval - Document Retrieval is a view that allows you to search for a proposal form. You can select one type or multiple types of curriculum review forms and view supporting attachments, using a variety of criteria and keywords.

Life Cycle - A series of queues and transitions, or how the material submitted progresses through OnBase using the steps of approval.

Approve / Return – For OnBase users, this is the ability to approve or deny a request by using the two buttons available in OnBase. One button is an approve button and the other a return button.

Custom Query - Pre-configured document retrieval formats used for displaying documents (or groups of documents) that are frequently or routinely accessed.

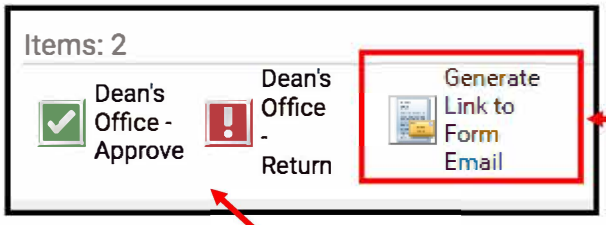
Keyword Search - Keyword search is the ability to search through curriculum proposals using specific criteria. Items like date, change type, status, proposal ID, effective year and term, and many other types of criteria can be used.



Approve or Return Proposals

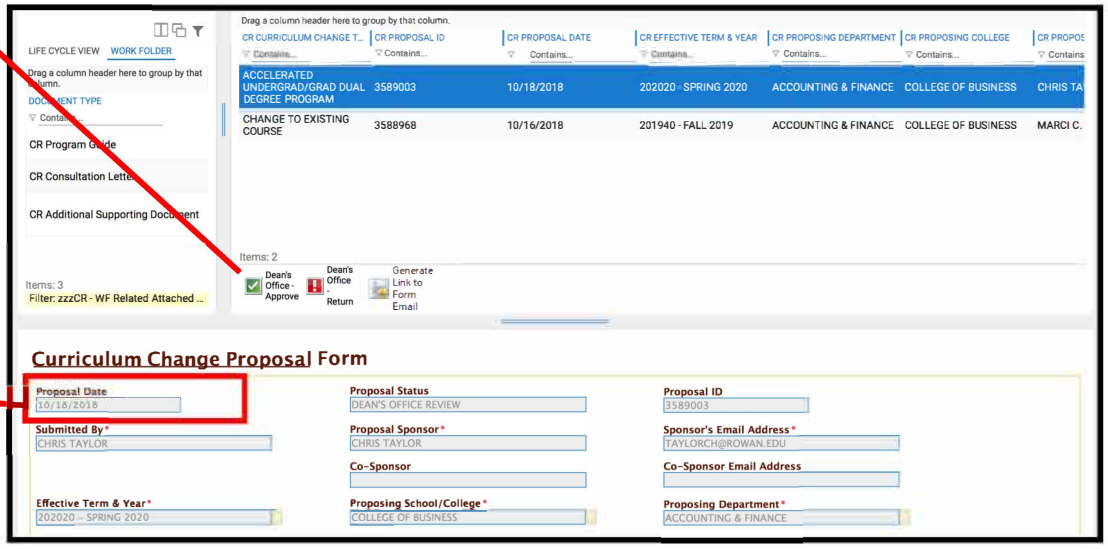
To Approve or Return a proposal:

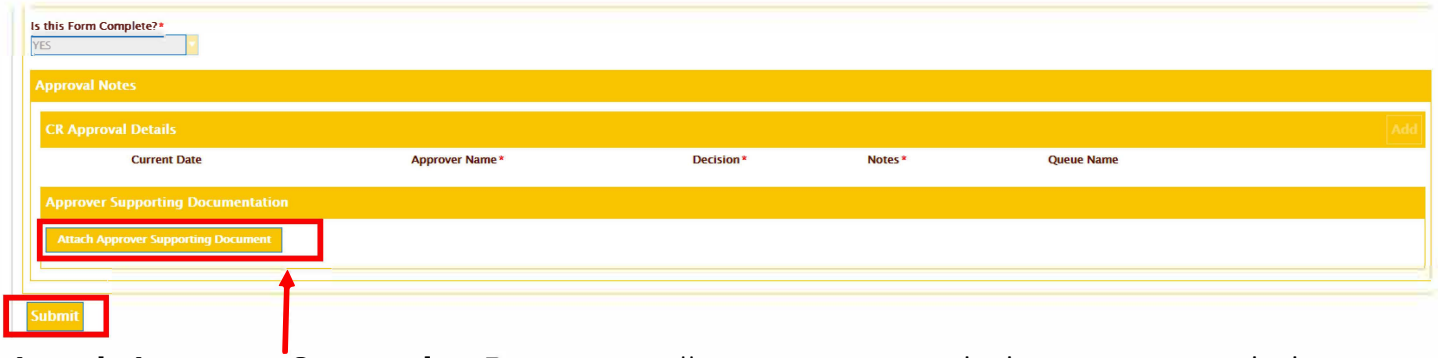
1. Many of the fields will auto populate with the correct information when the approver accesses the form. These fields are read-only.
2. After reviewing the form requiring action, if additional documentation is needed by the approver, it can be attached by selecting the button **Attach Approver Supporting Document**.
3. Once you have selected the button, navigate to the document needed on your computer and click to choose the file, then select **Open** (**Choose** on a mac). Then chose **Submit** to attach the document(s).
4. **Notes** is a free-form text field for the approver to log notes regarding the proposal after selecting **Approve** or **Return**. There is a limit of 100 characters in this field. If you have more feedback than 100 characters, you should write the feedback in a document and attach it via the **Attach Approver Supporting Document** button. This will need to be done before approving. If you have less characters than the limit, the feedback can be entered after the **Approve** or **Return** button is selected in the **Notes** box.
5. Choose the green **Approve** or red **Return** button under the inbox section of the page. **Approve** will push the proposal to the next approver, **Return** will alert the **Sponsor** that there are notes regarding the proposal. This is how a decision on the proposal is made.



Some approvers will see the **Generate Link to Form** Email button. This will create an emailed link, which they can forward to members of their committee, who might need to view the proposal. Approvers must check their email for the link after choosing this option.

Many of the fields will auto populate with the correct information when the approver accesses the form. These fields are read-only.





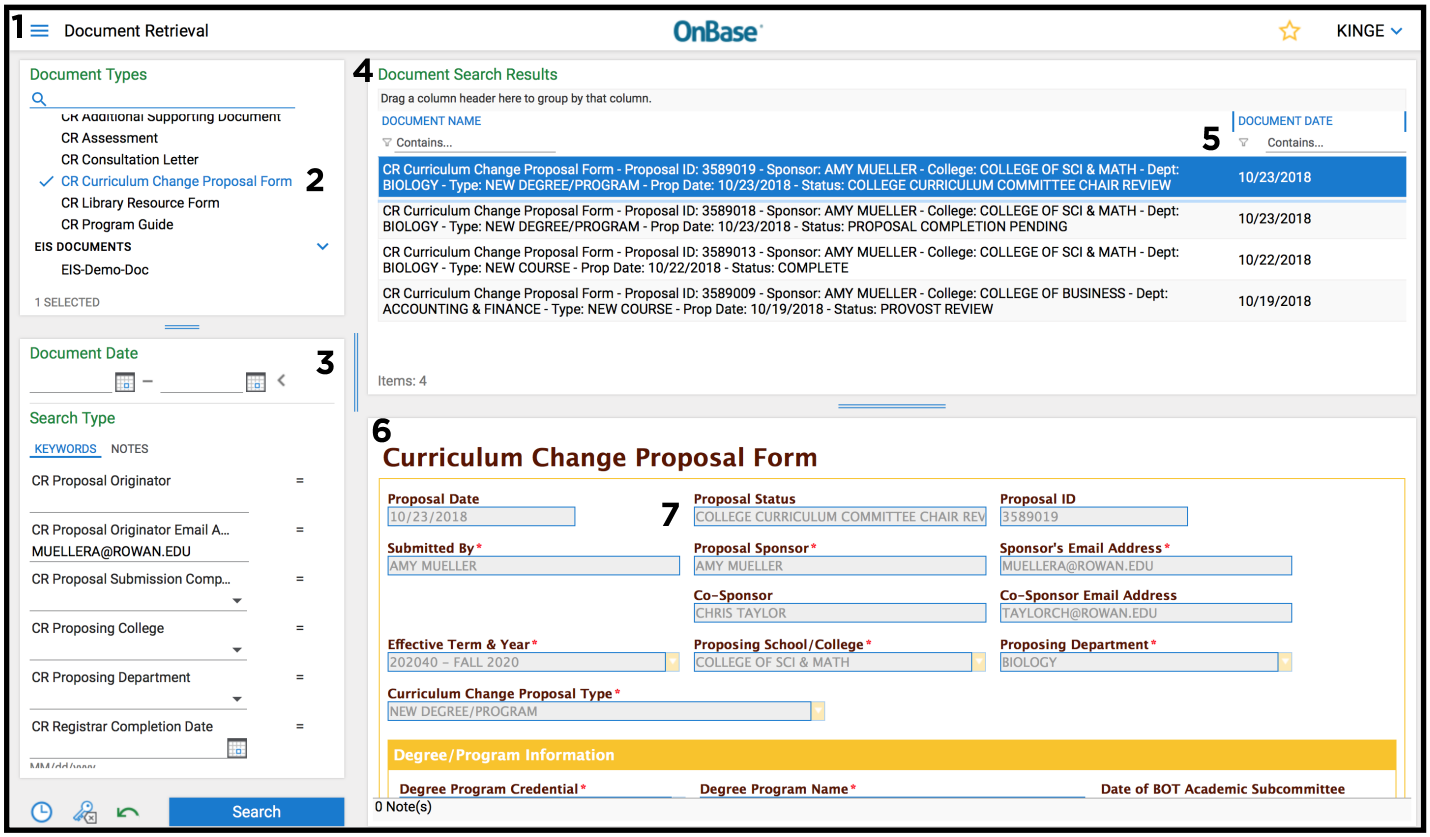
Attach Approver Supporting Document allows you to attach documents needed to support your decision. Then hit the **Submit** button to attach the document(s).

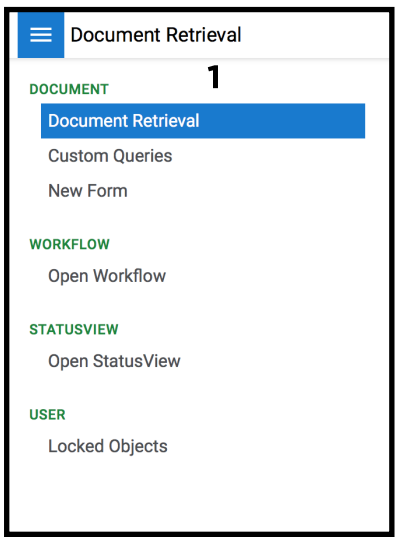
Searching for Proposals in OnBase

Log in to Onbase to view proposals when you don't have a link or you need to view multiple proposals. Upon entering OnBase, most approvers will be able to view only those proposals that are in their queue to review, **Approve** or **Return**. Proposals can be located using a variety of criteria, for example:

- Date Range
- Proposal ID
- Proposal Date
- Proposal Status
- Curriculum Change Type
- Proposal Originator (Sponsor/Co-Sponsor)
- Proposal Originator Email Address (Sponsor/Co-Sponsor Email)
- Completion Status

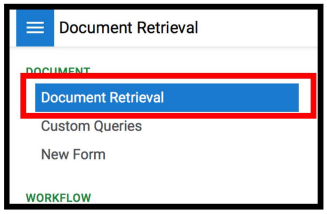
And many more. You can also search by Approval Details such as Current Date, Approver Name, Queue Name, Decision, and Approver Notes.



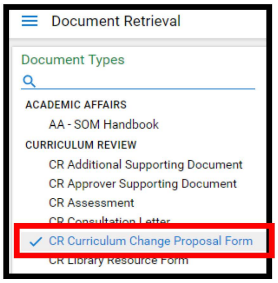


1. Main Menu - Document Retrieval, Custom Queries, New Form, Open Workflow, Open StatusView, Locked Objects
2. Curriculum Change Proposal Forms - View submitted and incomplete Curriculum Change Proposal Forms
3. Search Criteria - Search for forms using a variety of criteria
4. Document Search Results - View returned results with information about the proposal.
5. Document Viewer - View the results organized by contents, or date by clicking on the field name or filter results using the filter button
6. Document Viewer - View the form that was searched.
7. Proposal Status - Where the proposal is in the queue. Only the appropriate approver within the queue should take action at this time.

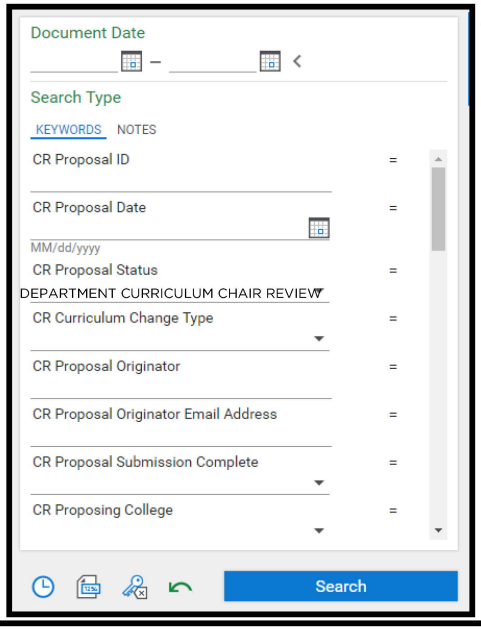
Finding Proposals with Document Retrieval



1



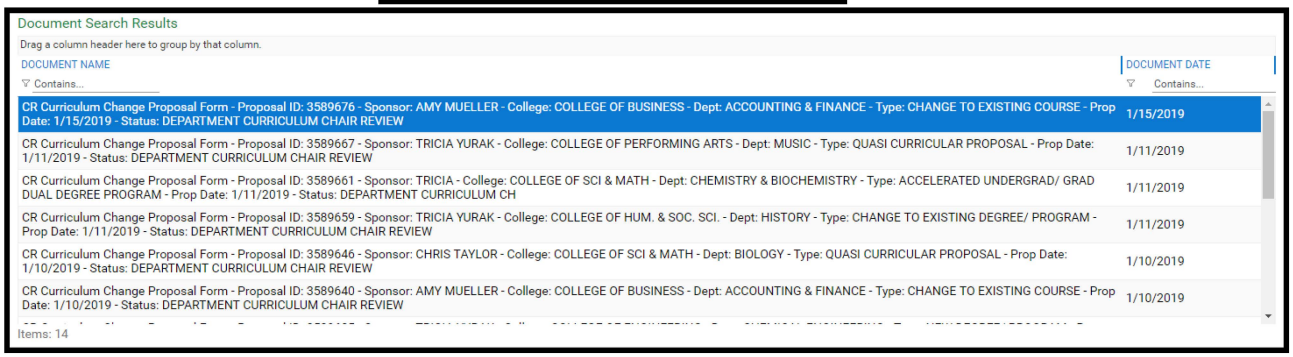
2



3

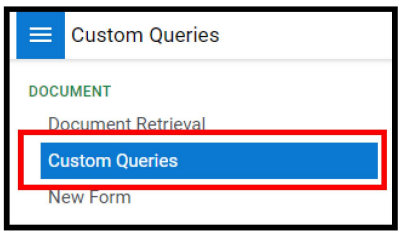
1. To search for a proposal, choose the Main menu and then choose **Document Retrieval**.
2. Then choose **CR Curriculum Change Proposal Form**.
3. Enter the desired search criteria. Click the **Search** Button or hit the **Return** key on your keyboard.
4. Choose the proposal you would like to review by double clicking the title.
5. If there is only one result it will load automatically.

4

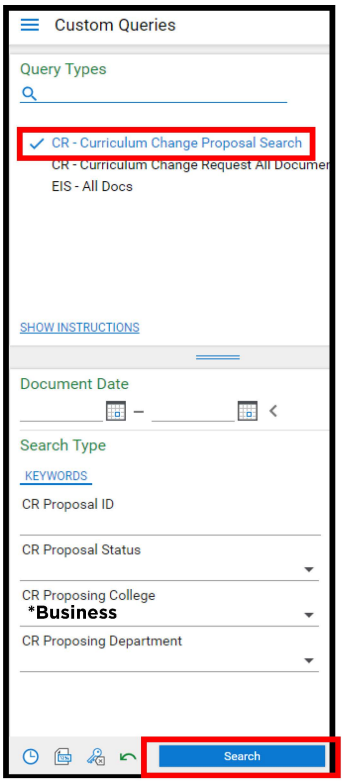


Finding Proposals with Custom Queries

1



2

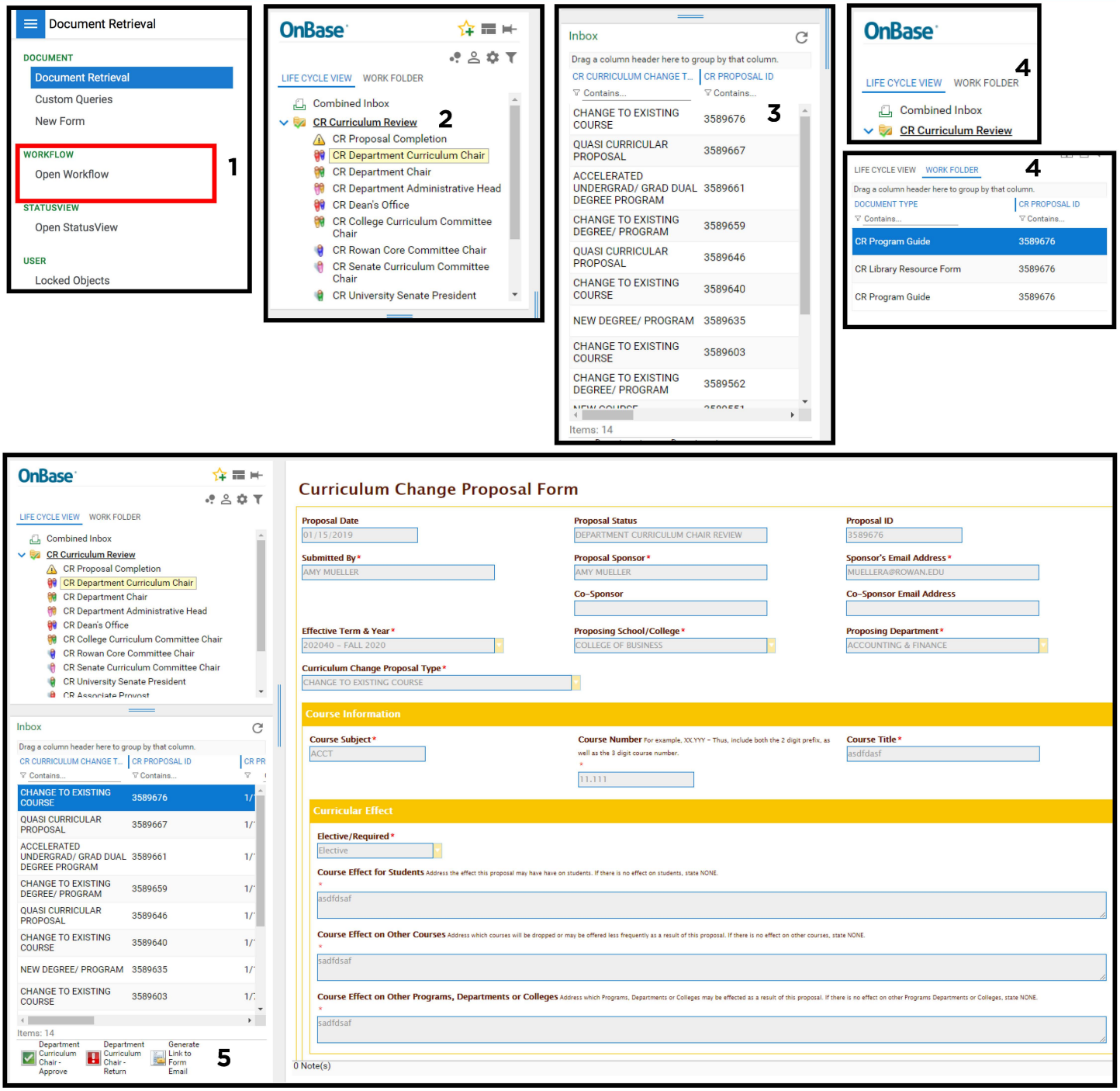


3

4

1. To search for a proposal using **Custom Queries**, choose the Main menu and then choose **Custom Queries**.
2. Then choose **CR Curriculum Change Proposal Search**.
3. Enter the desired search criteria. Use the Proposal ID if you have it. The * on your keyboard is a wildcard. If you know the college or department name, use an * followed by the college or department name. For example ***Business** to search College of Business proposals.
4. Click the **Search** Button or hit the **Return** key on your keyboard.
5. If there is only one result it will load automatically.

Workflow



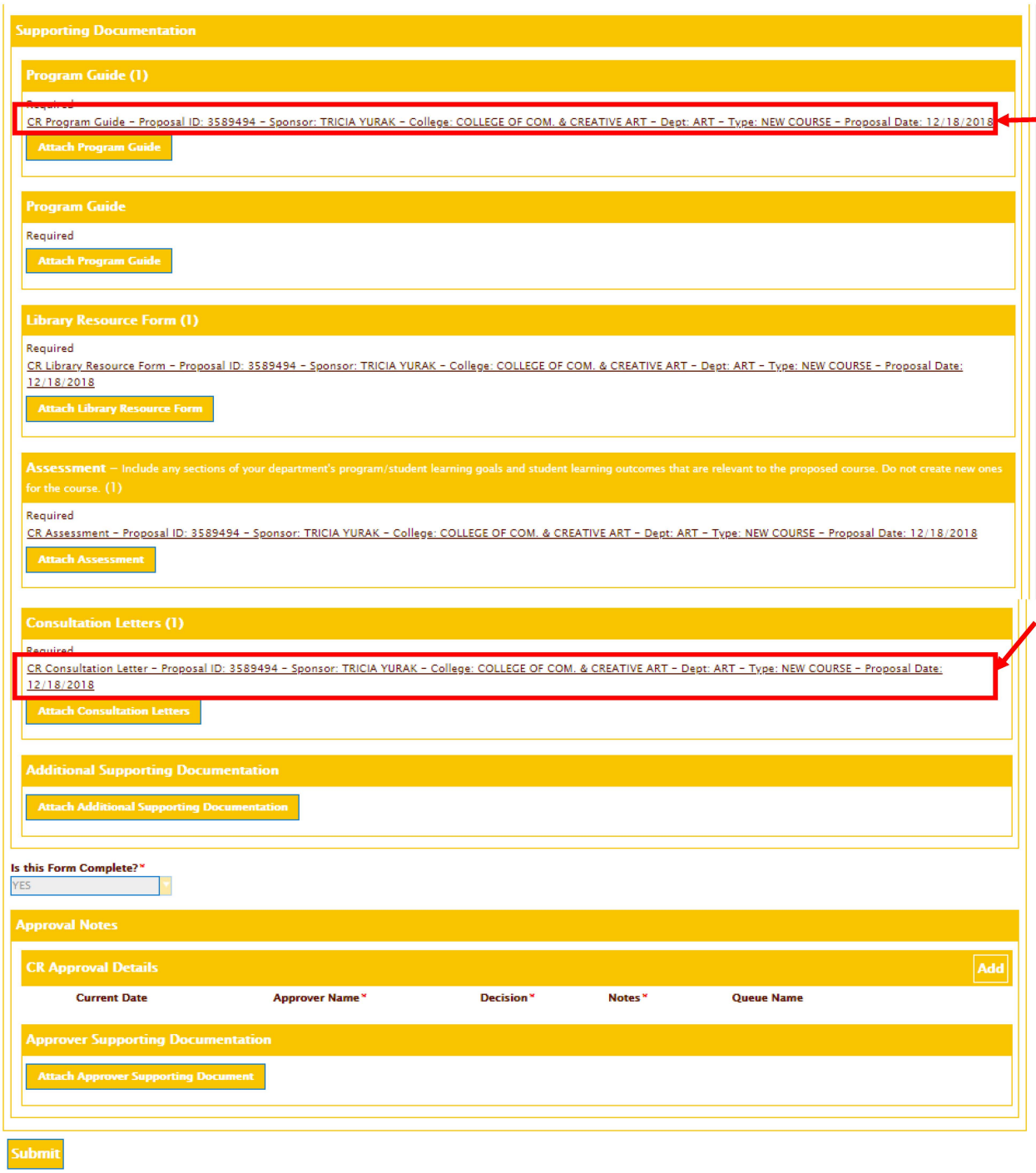
To View and Approve or Return a proposal, enter the Workflow Interface Display.

1. Choose **Open Workflow** from the Main Menu. The Workflow Interface Display opens in a new window.
2. In the Workflow Interface Display, under Life Cycle View, double click **CR Curriculum Review**, and choose the appropriate queue based on role.
3. Choose the proposal you would like to review by clicking on it.
4. If there is supporting documentation for the proposal it will be available in the work folder section. Double click on the documentation you would like to view. For directions on how to find and view your attachment in your downloads folder see page 11.
5. From this view you can also review the proposal, download and review the supporting documentation, **Approve**, **Return**, or **Generate Link to Form Email** for the purpose of sharing the proposal if needed with committee members. **Generate Link to Form Email** will only appear in some queues.

Viewing Proposal Attachments and Finding Downloaded Files

To view the attachments supporting the curriculum proposal, the approver may need to download the supporting documentation. When reviewing the documents, they will be downloaded into the downloads folder on your computer. To view those documents, take note of the title of the supporting documentation on the form. Click on the attachment. If the document does not open automatically, follow these steps:

1. On a PC, navigate to the windows explorer and on the left hand side choose the downloads folder. Find the title of the supporting documentation and double-click to open.
2. On a Mac, click on the finder icon. Navigate to the downloads folder on the side bar and then search for the appropriate documents. Double-click to open.
3. If proof your document downloaded is visible in the internet browser window, you can also right click on the document and chose **"show in folder"** on a PC or **"show in finder"** on a Mac.



Click on the document to start the download process.

Supporting documents are located at the bottom of the proposal

Proposal Examples - New Course Part 1

OnBase

Curriculum Change Proposal Form

Proposal Date 12/18/2018	**Proposal Status** DEPARTMENT CURRICULUM CHAIR REVIEW	**Proposal ID** 3589494
Submitted By* TRICIA YURAK	**Proposal Sponsor*** TRICIA YURAK	**Sponsor's Email Address*** YURAK@ROWAN.EDU
	Co-Sponsor	**Co-Sponsor Email Address**
Effective Term & Year* 202020 – SPRING 2020	**Proposing School/College*** COLLEGE OF COM. & CREATIVE ART	**Proposing Department*** ART
Curriculum Change Proposal Type* NEW COURSE		

Any field with an * needs to be filled in.

Course Information

Course Subject* ART

Course Number For example, XX.YYY – Thus, include both the 2 digit prefix, as well as the 3 digit course number. * 05.100

Course Title* Intro to Art History

Credit Type* Fixed

Student Credits* 3

If Student and Faculty Credits do not match, please provide an explanation:

Grade Mode* Regular (A,B,C,etc.)

Faculty Credits* 3

Additional grade mode option/include explanation

Prerequisites: Sponsors must include course prefix(es) and title(s). If there are no prerequisites, state NONE. * None

Co-Requisite(s)

☑ **Rowan Core**

Rowan Core Selection Assessment/Objectives documentation must be attached below. Artistic

☐ **Writing Intensive**

Course Description* Insert course description here.

☑ **Could this course be offered online or by Rowan Global now or in the future?**

Course Rationale Explain the appropriateness and significance of the proposed course; department program, college and university goals may be discussed here. Include distinguishing characteristics, especially when there might be perceived overlap with existing courses. * Insert rationale for course here.

This checkbox must be checked if:

- The course proposed will be offered online through Rowan Global now, or in the future
- The course will be offered through Rowan Global as part of an undergraduate degree completion program
- The course proposed is part of a Post-Baccalaureate, Master's, or Doctoral program. All Post-Bac, graduate level programs are administered through Rowan Global

Proposal Examples - New Course Part 2

Curricular Effect

Elective/Required *
Required

Course Effect for Students Address the effect this proposal may have have on students. If there is no effect on students, state NONE.
*
Required for Art majors

Course Effect on Other Courses Address which courses will be dropped or may be offered less frequently as a result of this proposal. If there is no effect on other courses, state NONE.
*
None

Course Effect on Other Programs, Departments or Colleges Address which Programs, Departments or Colleges may be effected as a result of this proposal. If there is no effect on other Programs Departments or Colleges, state NONE.
*
Students in majors other than Art may use as an elective.

Essence of the Course

Topical Outline/Content Provide a general outline of the proposed course's topics. A complete syllabus is not needed.
*
Insert topic outline here.

Evaluation of Students and Grading Procedure These should be generic and should not include specific classroom requirements.
*
Insert evaluation of students and grading procedures here.

Course Evaluation and Assessment Describe the procedures that will be used to assess the success of the course in meeting the goals and objectives of the college as well as the objectives of the course (e.g., student evaluations, departmental curriculum review and program review).
*
Insert course evaluation and assessment here.

Any field with an * needs to be filled in. If a field is forgotten, the fields required will turn red and the Sponsor / Co-Sponsor will need to complete these fields before the form can be submitted.

Resource Requirements

Equipment, Space, Technology *
Current Resources are Sufficient

Staffing Resources *
Current Resources are Sufficient

Library Resources *
Current Resources are Sufficient

Results of Consultation

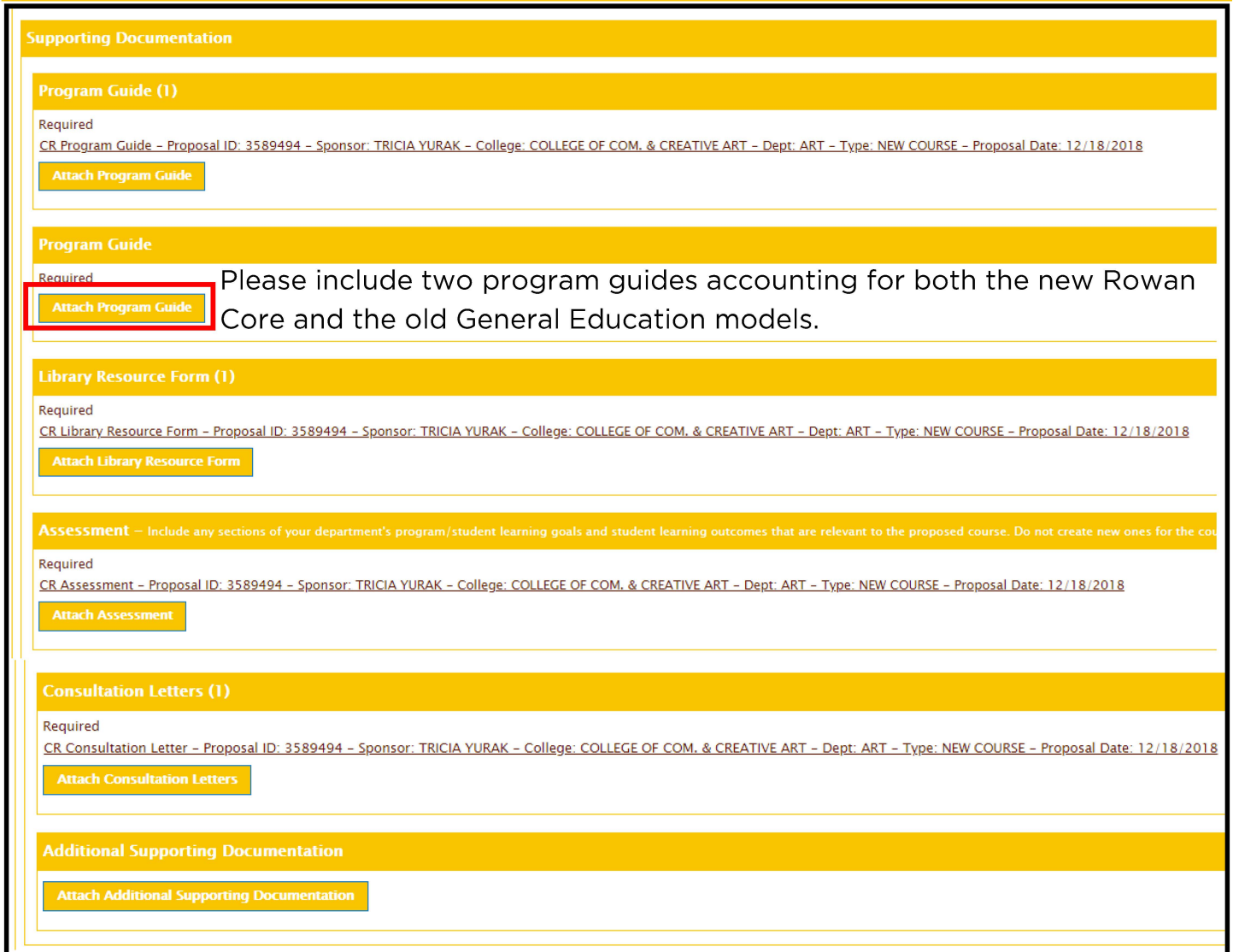
Consultations Requested *
Yes

Consultations Received
Chair of the Rowan Core committee

Consultations Not Received
None

Response to Consults *
None

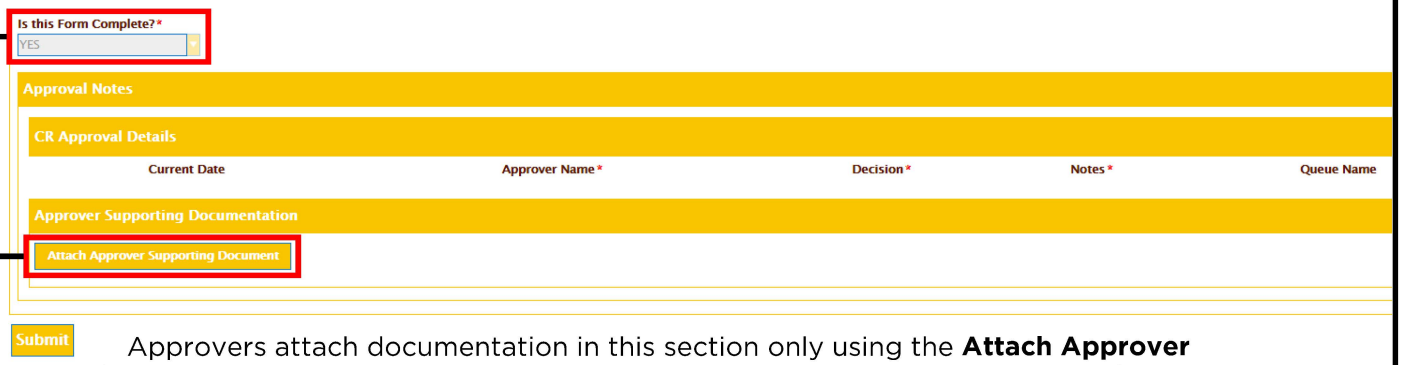
Proposal Examples - New Course Part 3



Is this Form Complete?

No - There is no "Save" button on proposals. The way to "Save" a proposal is to answer No to the question "Is this proposal complete?" Then hit Submit to have the proposal saved for completion later.

Yes - If Yes is chosen, supporting documentation should be attached and the **Submit** button will be chosen. Yes will forward the proposal to the first **Approver**.



Approvers attach documentation in this section only using the **Attach Approver Supporting Document** button after the form is submitted by the Sponsor / Co-Sponsor.

Proposal Examples - Changes to Existing Courses Part 1

Curriculum Change Proposal Form

Proposal Date: 01/22/2019
Proposal Status: DEPARTMENT CURRICULUM CHAIR REVIEW
Proposal ID: 3589703
Submitted By*: TRICIA YURAK
Proposal Sponsor*: TRICIA YURAK
Sponsor's Email Address*: YURAK@ROWAN.EDU
Co-Sponsor:
Co-Sponsor Email Address:
Effective Term & Year*: 202120 – SPRING 2021
Proposing School/College*: COLLEGE OF EDUCATION
Proposing Department*: LANG LIT & SOCIOCULTURAL EDU
Curriculum Change Proposal Type*: CHANGE TO EXISTING COURSE

Any field with an * needs to be filled in. If a field is forgotten, the fields required will turn red and the Sponsor / Co-Sponsor will need to complete these fields before the form can be submitted.

Course Information

Course Subject*: LLSE
Course Number For example, XX.YYY – Thus, include both the 2 digit prefix, as well as the 3 digit course number. *: 08.150
Course Title*: Secondary Sociocultural Ed

Curricular Effect

Elective/Required*: Required

Course Effect for Students Address the effect this proposal may have have on students. If there is no effect on students, state NONE. *
Insert info here

Course Effect on Other Courses Address which courses will be dropped or may be offered less frequently as a result of this proposal. If there is no effect on other courses, state NONE. *
Insert info here

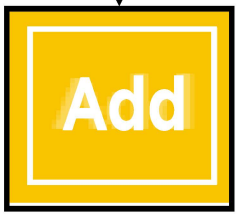
Course Effect on Other Programs, Departments or Colleges Address which Programs, Departments or Colleges may be effected as a result of this proposal. If there is no effect on other Programs Departments or Colleges, state NONE. *
Insert info here

Course Changes

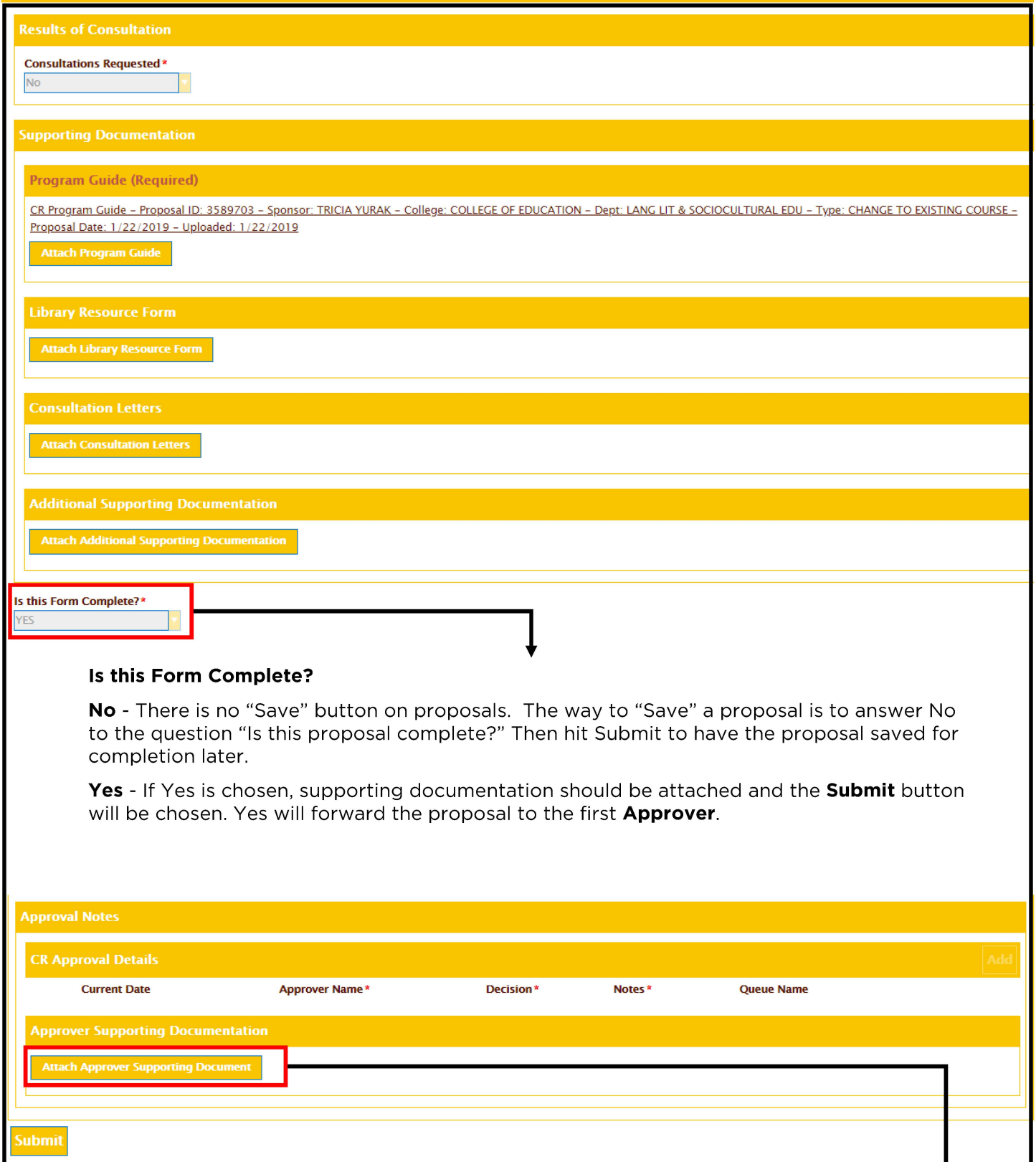
Add

From	To	Statement of Need for Change	
Pre-req = none	Pre-req = LLSE 08.100	Insert info here	Remove

Click the **Add** button for each course change. This option allows you to enter information pertaining to each change.



Proposal Examples - Changes to Existing Courses Part 2



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Proposal Examples - New Degree / Program Part 1

Curriculum Change Proposal Form

Proposal Date 01/10/2019
Proposal Status DEPARTMENT CURRICULUM CHAIR REVIEW
Proposal ID 3589635
Submitted By* TRICIA YURAK
Proposal Sponsor* TRICIA YURAK
Sponsor's Email Address* YURAK@ROWAN.EDU
Co-Sponsor
Co-Sponsor Email Address
Effective Term & Year* 202120 – SPRING 2021
Proposing School/College* COLLEGE OF ENGINEERING
Proposing Department* CHEMICAL ENGINEERING
Curriculum Change Proposal Type* NEW DEGREE/ PROGRAM

Any field with an * needs to be filled in. If a field is forgotten, the fields required will turn red and the Sponsor / Co-Sponsor will need to complete these fields before the form can be submitted.

Degree/Program Information

Degree Program Credential* Ph.D. (including M.S.)
Degree Program Name* PhD in Chemical Engineering
Date of BOT Academic Subcommittee Approval* 08/29/2018

☐ **Could this course be offered online or by Rowan Global now or in the future?**

This checkbox must be checked if:

- The course proposed will be offered online through Rowan Global now, or in the future
- The course will be offered through Rowan Global as part of an undergraduate degree completion program
- The course proposed is part of a Post-Baccalaureate, Master's, or Doctoral program. All Post-Bac, graduate level programs are administered through Rowan Global

Classification of Instructional Program

CIP Lookup

Click here to find the appropriate CIP code number and title.

CIP Code Number* 09.5467
CIP Title* Chemical Engineering

Scope and Size of Program* Insert info here

Related Curriculum Proposals Being Submitted Simultaneously* Insert info here

Requirements for Admission & Graduation

Admission Indicate the requirements for admission to the program (e.g., GPA, standardized test scores, etc.) If no changes are being made, state 'no changes'.
* Insert info here

Graduation Indicate any program-specific requirements for graduation (other than "Student in Good Standing"; e.g., completion of thesis, etc.) If no changes are being made, state 'no changes'.
* Insert info here

Student Status This 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. If no changes are being made, state 'no changes'.
* Insert info here

Rationale

General Merit of Proposal* Insert info here

Relationship to Existing Programs or Offerings* Insert info here

Proposal Examples - New Degree / Program Part 2

Resource Requirements

Equipment, Space, Technology*
Additional Resources are Needed

Explanation of Additional (EST) Resources
Insert info here

Staffing Resources*
Current Resources are Sufficient

Library Resources*
Current Resources are Sufficient

Results of Consultation

Consultations Requested*
Yes

Consultations Received
Insert info here

Consultations Not Received
None

Response to Consults*
None

Supporting Documentation

Program Guide (Required)

CR Program Guide – Proposal ID: 3589635 – Sponsor: TRICIA YURAK – College: COLLEGE OF ENGINEERING – Dept: CHEMICAL ENGINEERING – Type: NEW DEGREE/ PROGRAM – Proposal Date: 1/10/2019

Attach Program Guide

Library Resource Form (Required)

CR Library Resource Form – Proposal ID: 3589635 – Sponsor: TRICIA YURAK – College: COLLEGE OF ENGINEERING – Dept: CHEMICAL ENGINEERING – Type: NEW DEGREE/ PROGRAM – Proposal Date: 1/10/2019

Attach Library Resource Form

Assessment (Required) – For assistance in developing the assessment grid, contact the Director of Assessment.

CR Assessment – Proposal ID: 3589635 – Sponsor: TRICIA YURAK – College: COLLEGE OF ENGINEERING – Dept: CHEMICAL ENGINEERING – Type: NEW DEGREE/ PROGRAM – Proposal Date: 1/10/2019

Attach Assessment

Consultation Letter(s) (Required)

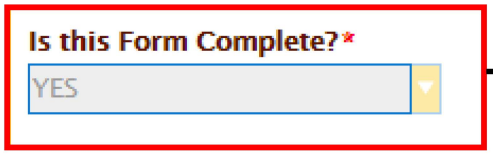
CR Consultation Letter – Proposal ID: 3589635 – Sponsor: TRICIA YURAK – College: COLLEGE OF ENGINEERING – Dept: CHEMICAL ENGINEERING – Type: NEW DEGREE/ PROGRAM – Proposal Date: 1/10/2019

Attach Consultation Letters

Additional Supporting Documentation

Attach Additional Supporting Documentation

Proposal Examples - New Degree / Program Part 3



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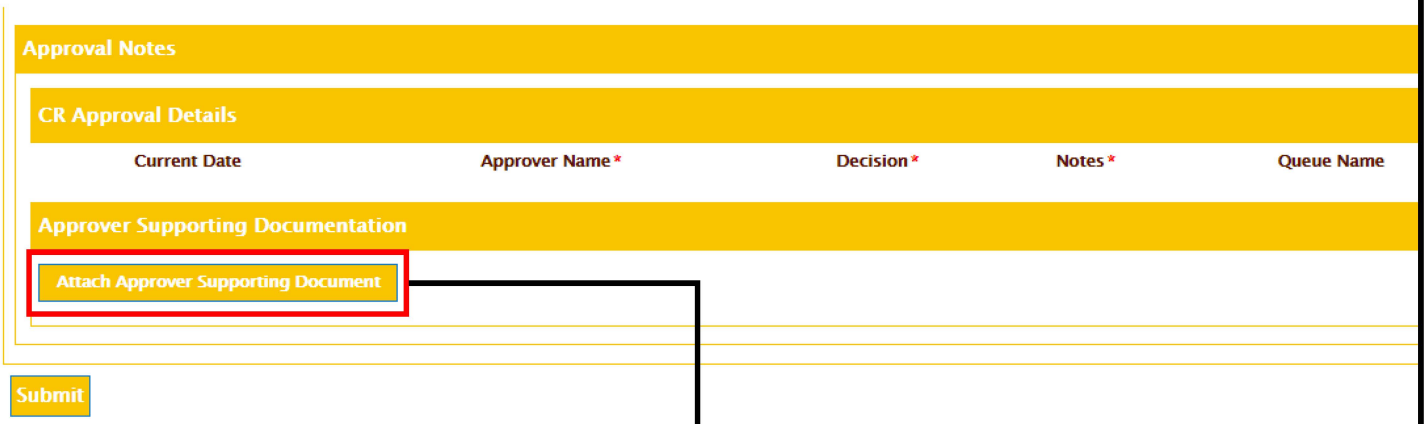

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Proposal Examples - Changes to Existing Degree / Programs Part 1

Curriculum Change Proposal Form

Proposal Date: 01/22/2019
Proposal Status: DEPARTMENT CURRICULUM CHAIR REVIEW
Proposal ID: 3589705
Submitted By*: TRICIA YURAK
Proposal Sponsor*: TRICIA YURAK
Sponsor's Email Address*: YURAK@ROWAN.EDU
Co-Sponsor:
Co-Sponsor Email Address:
Effective Term & Year*: 202140 – FALL 2021
Proposing School/College*: COLLEGE OF ENGINEERING
Proposing Department*: ELECTRICAL & COMPUTER ENGIN
Curriculum Change Proposal Type*: CHANGE TO EXISTING DEGREE/ PROGRAM

Any field with an * needs to be filled in. If a field is forgotten, the fields required will turn red and the Sponsor / Co-Sponsor will need to complete these fields before the form can be submitted.

Degree/Program Information

Degree Program Credential*: B.S.
Degree Program Name*: BS in Electrical & Computer Engineering
Related Curriculum Proposals Being Submitted Simultaneously*: Insert info here
Four or More Changes Count each specific change individually *: NO

Degree/Program Changes

Add

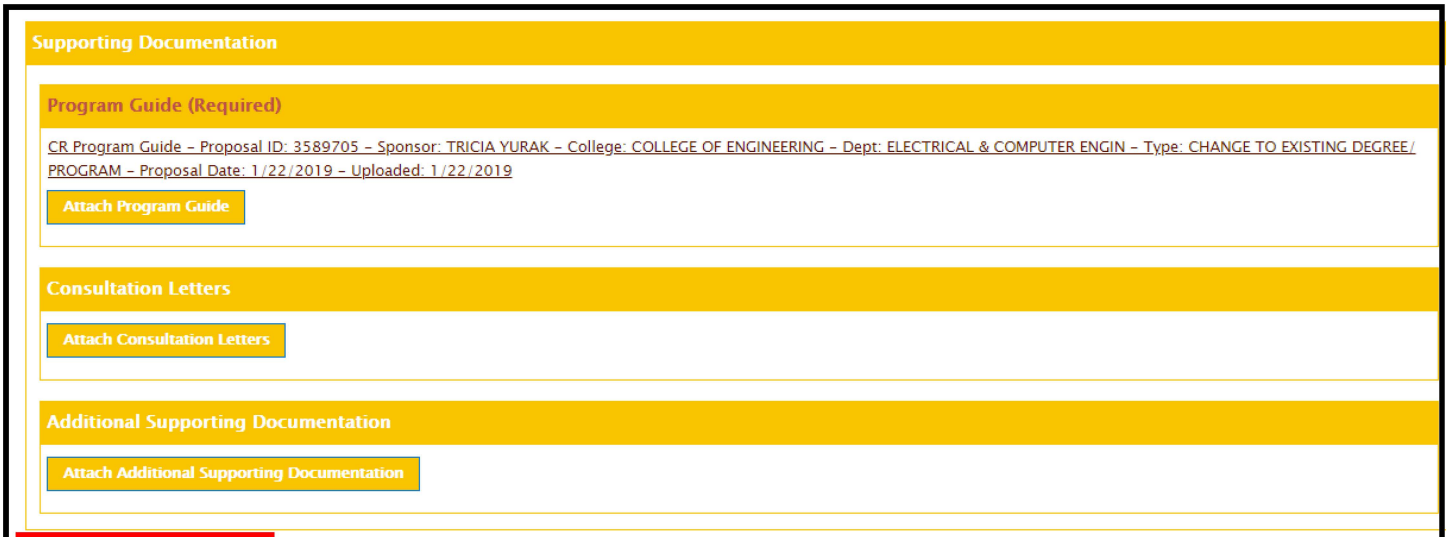
From	To	Statement of Need for Change	
123 total credits required	120 credits required	Insert info here	Remove

Results of Consultation

Consultations Requested*: No

Click the **Add** button for each course change. This option allows you to enter information pertaining to each change.

Proposal Examples - Changes to Existing Degree / Programs Part 2



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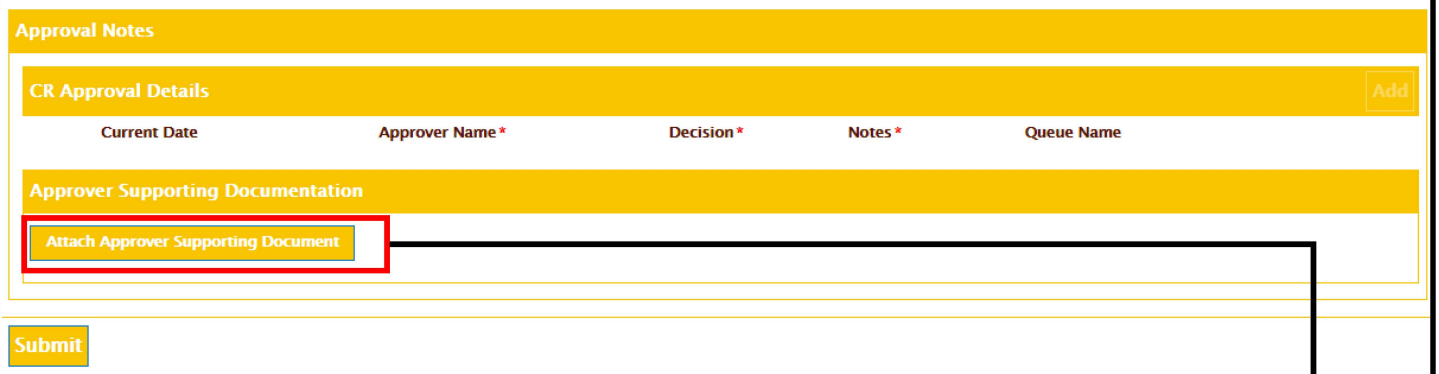
Yes - If Yes is chosen, supporting documentation should be attached and the **Submit** button will be chosen. Yes will forward the proposal to the first **Approver**.



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Proposal Examples - Accelerated Undergrad / Grad Dual Degree Part 1

Curriculum Change Proposal Form

Proposal Date: 01/11/2019

Proposal Status: DEPARTMENT CURRICULUM CHAIR REVIEW

Proposal ID: 3589661

Submitted By*: TRICIA YURAK

Proposal Sponsor*: TRICIA YURAK

Sponsor's Email Address*: YURAK@ROWAN.EDU

Co-Sponsor:

Co-Sponsor Email Address:

Effective Term & Year*: 202120 – SPRING 2021

Proposing School/College*: COLLEGE OF SCI & MATH

Proposing Department*: CHEMISTRY & BIOCHEMISTRY

Curriculum Change Proposal Type*: ACCELERATED UNDERGRAD/ GRAD DUAL DEGREE PROGRAM

Any field with an * needs to be filled in. If a field is forgotten, the fields required will turn red and the Sponsor / Co-Sponsor will need to complete these fields before the form can be submitted.

Degree/Program Information

Undergraduate Degree Program Credential*: B.S.

Undergraduate Degree Program Name*: BS in Biochemistry

Graduate Degree Program Credential*: M.S.

Graduate Degree Program Name*: MS in Pharmaceutical Science

Classification of Instructional Program

CIP Lookup

Undergraduate CIP Code Number*: 08.0813

Undergraduate CIP Title*: Biochemistry

Scope and Size of Program*: Insert info here

Graduate CIP Code Number*: 34.6772

Graduate CIP Title*: Pharmaceutical Science

Related Curriculum Proposals Being Submitted Simultaneously*: Insert info here

Click here to find the appropriate CIP code number and title.

Proposal Examples - Accelerated Undergrad / Grad Dual Degree Part 2

Requirements for Admission & Graduation

Admission Address the admission criteria for both the undergraduate and graduate degrees individually. Explain at what point students will apply to the graduate portion of the program and list all additional requirements – including any requirements related to the application process, GPA, required coursework the applicant should have completed, etc.

*

Insert info here

Graduation Specify the requirements for graduating with the dual degree. This would include GPA for both the undergraduate and graduate degrees. Note: Students who meet the requirements for the graduate degree will receive both degrees simultaneously.

*

Insert info here

Student Status Explain any requirements the student must meet to remain in the program, particularly the graduate program, such as maintaining a certain GPA, earning a minimum final grade for individual courses, full-time status, etc. Sponsors also should provide an "opt-out" clause for students who have begun the graduate portion of their coursework for the degree but who cannot complete the degree.

*

Insert info here

Rationale

General Merit of Proposal *

Insert info here

Program Description

Program Curriculum Outline program structure and courses (required courses, electives, etc.); include course credit hours and total hours. Also take care to identify any new courses associated with the program.

*

Insert info here

Administration *

Insert info here

Program Evaluation *

Insert info here

Resource Requirements

Equipment, Space, Technology *

Additional Resources are Needed

Explanation of Additional (EST) Resources

Insert info here

Staffing Resources *

Current Resources are Sufficient

Library Resources *

Current Resources are Sufficient

Proposal Examples - Accelerated Undergrad / Grad Dual Degree Part 3

Results of Consultation

Consultations Requested*

Yes

Consultations Received

Insert info here

Consultations Not Received

Insert info here

Response to Consults*

Insert info here

Supporting Documentation

Program Guide (Required)

CR Program Guide – Proposal ID: 3589661 – Sponsor: TRICIA – College: COLLEGE OF SCI & MATH – Dept: CHEMISTRY & BIOCHEMISTRY – Type: ACCELERATED UNDERGRAD/ GRAD DUAL DEGREE PROGRAM – Proposal Date: 1/11/2019

Attach Program Guide

Consultation Letter(s) (Required)

CR Consultation Letter – Proposal ID: 3589661 – Sponsor: TRICIA – College: COLLEGE OF SCI & MATH – Dept: CHEMISTRY & BIOCHEMISTRY – Type: ACCELERATED UNDERGRAD/ GRAD DUAL DEGREE PROGRAM – Proposal Date: 1/11/2019

Attach Consultation Letters

Additional Supporting Documentation

Attach Additional Supporting Documentation

Is this Form Complete?

Is this Form Complete?*

Yes

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Yes - If Yes is chosen, supporting documentation should be attached and the **Submit** button will be chosen. Yes will forward the proposal to the first **Approver**.

Approval Notes

CR Approval Details

Add

Current Date | Approver Name* | Decision* | Notes* | Queue Name

Approver Supporting Documentation

Attach Approver Supporting Document

Submit

Approvers attach documentation in this section only using the **Attach Approver Supporting Document** button after the form is submitted by the Sponsor / Co-Sponsor.

Proposal Examples - Quasi Curricular Proposal Part 1

Curriculum Change Proposal Form

Proposal Date	Proposal Status	Proposal ID
01/11/2019	DEPARTMENT CURRICULUM CHAIR REVIEW	3589667
Submitted By*	**Proposal Sponsor***	**Sponsor's Email Address***
TRICIA YURAK	TRICIA YURAK	YURAK@ROWAN.EDU
	Co-Sponsor	**Co-Sponsor Email Address**
Effective Term & Year*	**Proposing School/College***	**Proposing Department***
202040 – FALL 2020	COLLEGE OF PERFORMING ARTS	MUSIC

Curriculum Change Proposal Type*

QUASI CURRICULAR PROPOSAL

Any field with an * needs to be filled in. If a field is forgotten, the fields required will turn red and the Sponsor / Co-Sponsor will need to complete these fields before the form can be submitted.

Quasi Curricular Proposal

Quasi Curricular Reason*

Change the name or structure of a department, school or college, or academic unit

Rationale

General Merit of Proposal*

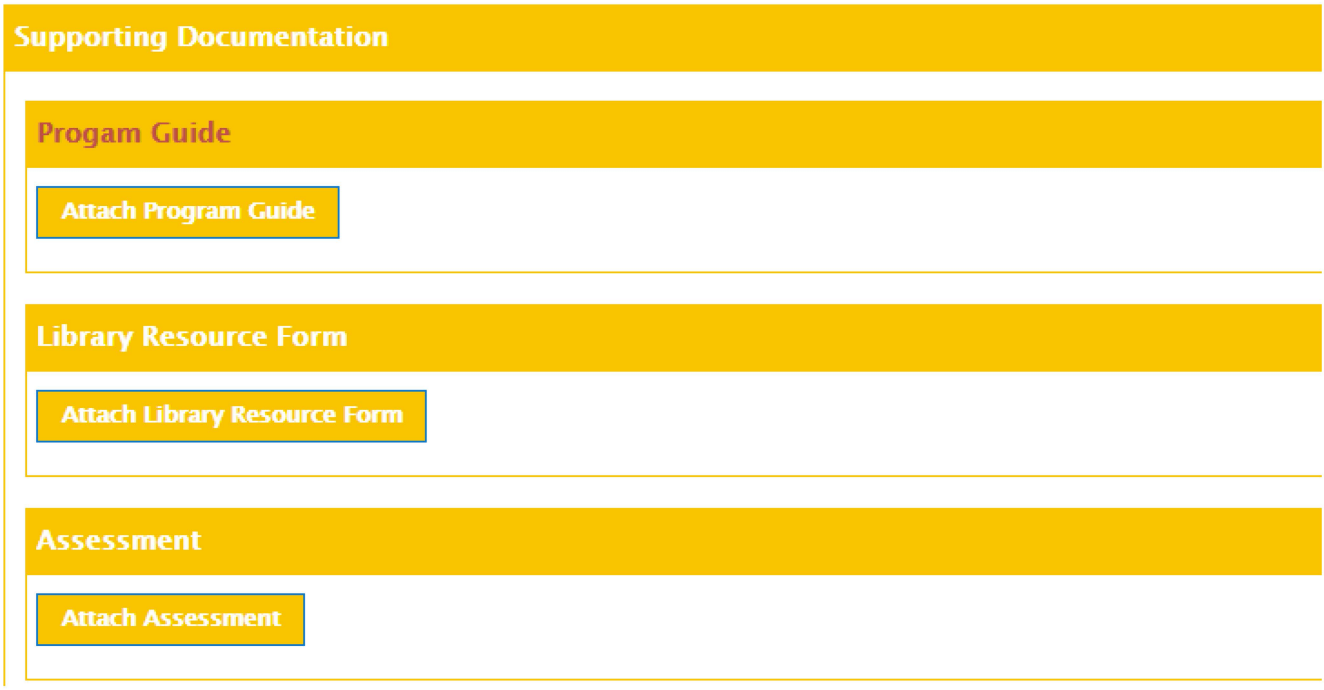
Insert info here

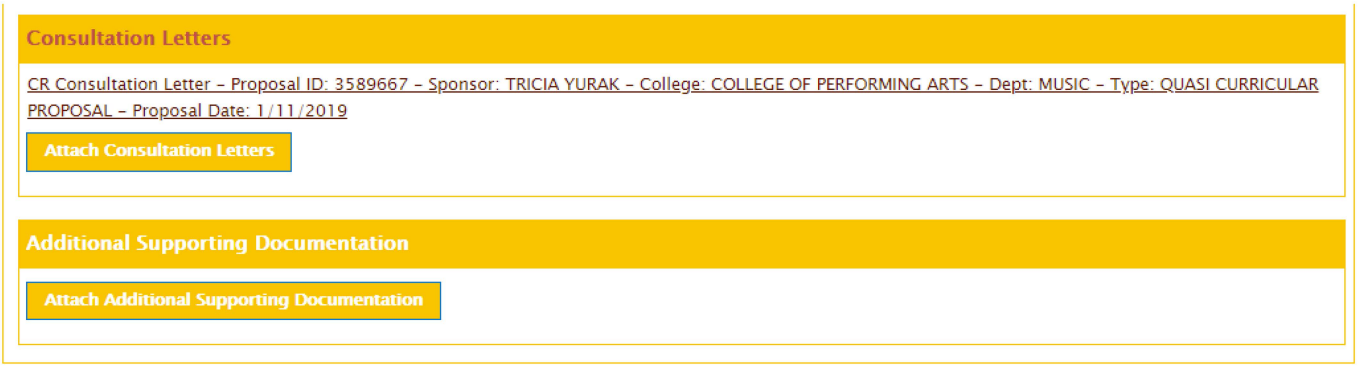
Curricular Effect

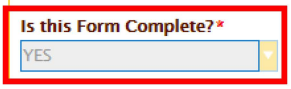
Course Effect on Other Programs, Departments or Colleges*

Insert info here

Proposal Examples - Quasi Curricular Proposal Part 2







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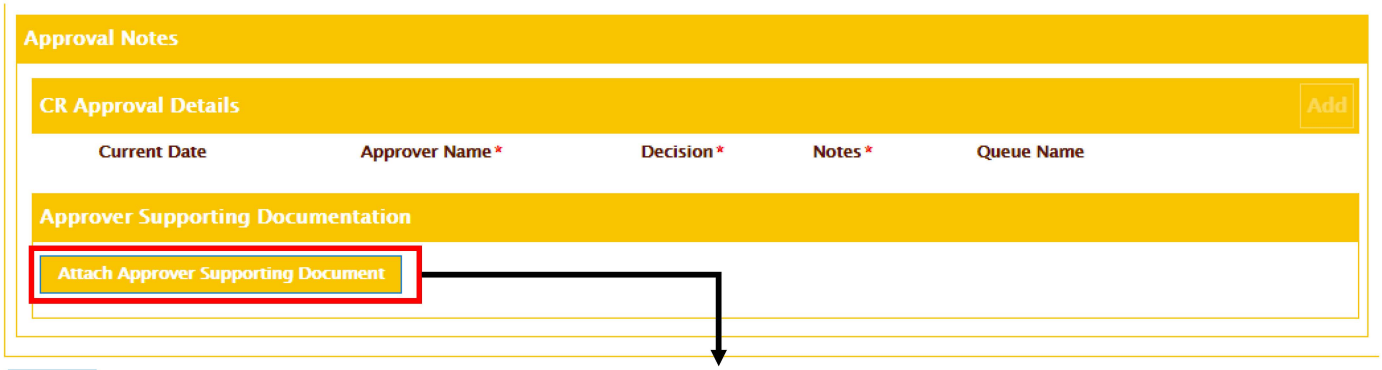

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