Curriculum Review using OnBase

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support@rowan.edu
856-256-4400

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Version 1.0
January 2019
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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

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<thead>
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<th>Date</th>
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<th>Change</th>
</tr>
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<tr>
<td>1.0</td>
<td>11/01/2018</td>
<td>Erica King</td>
<td>New Application</td>
</tr>
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</table>

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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. If you have trouble accessing your downloads see page 11 for more instructions on finding the Citrix download.

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.

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**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.

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**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.

January 2019
**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 250 characters in this field. If you have more feedback than 250 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. 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.

Finding Proposals with Custom Queries

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.
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.

<table>
<thead>
<tr>
<th>Supporting Documentation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Program Guide (1)</strong></td>
</tr>
<tr>
<td>Required</td>
</tr>
<tr>
<td>CR Program Guide - Proposal ID: 3589494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. &amp; CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018</td>
</tr>
<tr>
<td>Attach Program Guide</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Library Resource Form (1)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
</tr>
<tr>
<td>CR Library Resource Form - Proposal ID: 3589494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. &amp; CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018</td>
</tr>
<tr>
<td>Attach Library Resource Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Include any sections of your department’s programs, student learning goals and student learning outcomes that are relevant to the proposed course. Do not create new ones for the course. (1)</td>
</tr>
<tr>
<td>Required</td>
</tr>
<tr>
<td>CR Assessment - Proposal ID: 3589494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. &amp; CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018</td>
</tr>
<tr>
<td>Attach Assessment</td>
</tr>
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</table>

<table>
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<tr>
<td>CR Consultation Letter - Proposal ID: 3589494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. &amp; CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018</td>
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<tr>
<td>Attach Consultation Letters</td>
</tr>
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<table>
<thead>
<tr>
<th>Additional Supporting Documentation</th>
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<td>Attach Additional Supporting Documentation</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is this form Complete?</th>
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</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
<th>Approval Notes</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>CR Approval Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Date</td>
</tr>
<tr>
<td>CR Approver Supporting Documentation</td>
</tr>
<tr>
<td>Attach CR Approver Supporting Document</td>
</tr>
</tbody>
</table>

Click on the document to start the download process.

Supporting documents are located at the bottom of the proposal.
## Curriculum Change Proposal Form

### Proposal Details
- **Proposal Date**: 12/18/2018
- **Submitted By**: TRICIA YURAK
- **Effective Term & Year**: 2020-2021
- **Proposing School/College**: COLLEGE OF COMM & CREATIVE ART
- **Proposing Department**: ART

### Course Information
- **Course Subject**: art
- **Course Number**: 357100
- **Student Credits**: 3
- **Faculty Credits**: 3

### Course Title
- **Course Title**: [Insert course title]

### Course Description
- **Course Description**: [Insert course description here]

### Additional Course Details
- **Prerequisites**: None
- **Writing Intensive**: [ ]

### Course Rationale
- **Course Rationale**: [Insert rationale for course here]

### Rowan Core
- **Rowan Core Selection**: [ ]

### Could this course be offered online or by Rowan Global now or in the future?
- [ ]

### Proposal Status
- **Proposal Status**: DEPARTMENT CURRICULUM CHAIR REVIEW

### Sponsorship Information
- **Proposal Sponsor**: TRICIA YURAK
- **Co-Sponsor**: [ ]

### Additional Information
- **Sponsor's Email Address**: YURAK@ROWAN.EDU
- **Co-Sponsor Email Address**: [ ]

Any field with an * needs to be filled in.

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.
### Curricular Effect

**Elective/Required**
- Required

**Course Effect for Students**
Address the effect this proposal may 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 affected 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 topic. A complete syllabus is not needed.
- Insert topic outline here.

**Evaluation of Students and Grading Procedure**
These should be general 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 reviews, and program reviews).
- 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

Supporting Documentation

Program Guide (1)
Required
CR Program Guide - Proposal ID: 3580494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. & CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018

Attach Program Guide

Program Guide
Required

Attach Program Guide

Library Resource Form (1)
Required
CR Library Resource Form - Proposal ID: 3580494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. & CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018

Attach Library Resource Form

Assessment
Include any sections of your department's program/student learning goals and student learning outcomes that are relevant to the proposed course. Do not create new ones for the course.
Required
CR Assessment - Proposal ID: 3580494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. & CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018

Attach Assessment

Consultation Letters (1)
Required
CR Consultation Letter - Proposal ID: 3580494 - Sponsor: TRICIA YURAK - College: COLLEGE OF COM. & CREATIVE ART - Dept: ART - Type: NEW COURSE - Proposal Date: 12/18/2018

Attach Consultation Letters

Additional Supporting Documentation

Attach Additional Supporting Documentation

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.

Approval Notes

CR Approval Details

Attach Approver Supporting Documentation

Submit

Approvers attach documentation in this section only using the Attach Approver button after the form is submitted by the Sponsor / Co-Sponsor.
**Proposal Examples - Changes to Existing Courses Part 1**

**Curriculum Change Proposal Form**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposal Date</strong></td>
<td>01/22/2019</td>
</tr>
<tr>
<td><strong>Proposal Status</strong></td>
<td>DEPARTMENT CURRICULUM CHAIR REVIEW</td>
</tr>
<tr>
<td><strong>Proposal ID</strong></td>
<td>3589703</td>
</tr>
<tr>
<td><strong>Submitted By</strong></td>
<td>TRICIA YURAK</td>
</tr>
<tr>
<td><strong>Proposal Sponsor</strong></td>
<td>TRICIA YURAK</td>
</tr>
<tr>
<td><strong>Effective Term &amp; Year</strong></td>
<td>2021-2022 - SPRING 2021</td>
</tr>
<tr>
<td><strong>Proposing School/College</strong></td>
<td>COLLEGE OF EDUCATION</td>
</tr>
<tr>
<td><strong>Proposing Department</strong></td>
<td>LANG LIT &amp; SOCIOCULTURAL EDU</td>
</tr>
<tr>
<td><strong>Curriculum Change Proposal Type</strong></td>
<td>CHANGE TO EXISTING COURSE</td>
</tr>
<tr>
<td><strong>Course Subject</strong></td>
<td>LLSE</td>
</tr>
<tr>
<td><strong>Course Number</strong></td>
<td>08.150</td>
</tr>
<tr>
<td><strong>Course Title</strong></td>
<td>Secondary Sociocultural Ed</td>
</tr>
</tbody>
</table>

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**

<table>
<thead>
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<th>Field</th>
<th>Information</th>
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<tbody>
<tr>
<td><strong>Course Subject</strong></td>
<td>LLSE</td>
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<td><strong>Course Number</strong></td>
<td>08.150</td>
</tr>
<tr>
<td><strong>Course Title</strong></td>
<td>Secondary Sociocultural Ed</td>
</tr>
</tbody>
</table>

**Curricular Effect**

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elective/Required</strong></td>
<td>Required</td>
</tr>
<tr>
<td><strong>Course Effect for Students</strong></td>
<td>Address the effect this proposal may have on students. If there is no effect on students, state NONE.</td>
</tr>
<tr>
<td><strong>Course Effect on Other Courses</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Course Effect on Other Programs, Departments or Colleges</strong></td>
<td>Address which Programs, Departments or Colleges may be affected as a result of this proposal. If there is no effect on other Programs, Departments or Colleges, state NONE.</td>
</tr>
</tbody>
</table>

**Course Changes**

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-req = none</td>
<td>LLSE 08.150</td>
</tr>
</tbody>
</table>

**Statement of Need for Change**

Insert info here

Click the **Add** button for each course change. This option allows you to enter information pertaining to each change.
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 - New Degree / Program Part 1

Curriculum Change Proposal Form

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposal Date</td>
<td>01/10/2019</td>
</tr>
<tr>
<td>Submitted By*</td>
<td>TRICIA TUBAK</td>
</tr>
<tr>
<td>Proposal Status*</td>
<td>DEPARTMENT CURRICULUM CHAIR REVIEW</td>
</tr>
<tr>
<td>Proposal Sponsor*</td>
<td>TRICIA TUBAK</td>
</tr>
<tr>
<td>Co-Sponsor</td>
<td></td>
</tr>
<tr>
<td>Effective Term &amp; Year*</td>
<td>2021-2022 - SPRING 2021</td>
</tr>
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<td>Proposing School/College*</td>
<td>COLLEGE OF ENGINEERING</td>
</tr>
<tr>
<td>Proposing Department*</td>
<td>CHEMICAL ENGINEERING</td>
</tr>
<tr>
<td>Curriculum Change Proposal Type*</td>
<td>NEW DEGREE / PROGRAM</td>
</tr>
</tbody>
</table>

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

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

Classification of Instructional Program

- CIP Code Number: 05.5541
- 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: Insert info here
- Graduation: Insert info here
- Student Status: Insert info here

Rationale

- General Merit of Proposal: Insert info here
- Relationship to Existing Programs or Offerings: Insert info 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

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

**Equipment, Space, Technology**
- Additional Resources are Needed

**Staffing Resources**
- Current Resources are Sufficient

**Library Resources**
- Current Resources are Sufficient

Explanation of Additional (EST) Resources
- Insert info here

Results of Consultation

**Consultations Requested**
- Yes

**Consultations Received**
- Insert info here

**Consultations Not Received**
- None

**Response to Consults**
- None

Supporting Documentation

**Program Guide (Required)**

*Attach Program Guide*

**Library Resource Form (Required)**
- CR Library Resource Form - Proposal ID: 358963 - 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: 358963 - 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)**

*Attach Consultation Letters*

**Additional Supporting Documentation**

*Attach Additional Supporting Documentation*
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.

Approval Notes

CR Approval Details

<table>
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<tr>
<th>Current Date</th>
<th>Approver Name*</th>
<th>Decision</th>
<th>Notes</th>
<th>Queue Name</th>
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</table>

Approver Supporting Documentation

Attach Approver Supporting Document

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

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

Supporting Documentation

Program Guide (Required)


Attach Program Guide

Consultation Letters

Attach Consultation Letters

Additional Supporting Documentation

Attach Additional Supporting Documentation

Is this Form Complete?

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Current Date

Approver Name *

Decision *

Notes *

Queue Name

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Submit

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Proposal Examples - Accelerated Undergrad / Grad Dual Degree Part 1

Curriculum Change Proposal Form

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<tr>
<th>Proposal Date</th>
<th>Proposal Status</th>
<th>Proposal ID</th>
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<tbody>
<tr>
<td>01/11/2019</td>
<td>DEPARTMENT CURRICULUM CHAIR REVIEW</td>
<td>3589661</td>
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<tr>
<th>Submitted By</th>
<th>Proposal Sponsor *</th>
<th>Sponsor’s Email Address *</th>
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<tbody>
<tr>
<td>TRICIA YURAK</td>
<td>TRICIA YURAK</td>
<td><a href="mailto:YURAK@ROWAN.EDU">YURAK@ROWAN.EDU</a></td>
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</tbody>
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<tr>
<th>Co-Sponsor</th>
<th>Co-Sponsor Email Address</th>
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<tr>
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<th>Proposing Department *</th>
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<td>202120 – SPRING 2021</td>
<td>COLLEGE OF SCI &amp; MATH</td>
<td>CHEMISTRY &amp; BIOCHEMISTRY</td>
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</table>

<table>
<thead>
<tr>
<th>Curriculum Change Proposal Type *</th>
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</thead>
<tbody>
<tr>
<td>ACCELERATED UNDERGRAD/ GRAD DUAL DEGREE PROGRAM</td>
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Degree/Program Information

<table>
<thead>
<tr>
<th>Undergraduate Degree Program Credential *</th>
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<tbody>
<tr>
<td>B.S.</td>
<td>BS in Biochemistry</td>
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</table>

<table>
<thead>
<tr>
<th>Graduate Degree Program Credential *</th>
<th>Graduate Degree Program Name *</th>
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</thead>
<tbody>
<tr>
<td>M.S.</td>
<td>MS in Pharmaceutical Science</td>
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</table>

Classification of Instructional Program

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<thead>
<tr>
<th>Undergraduate CIP Code Number *</th>
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<tr>
<td>08.0813</td>
<td>Biochemistry</td>
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<table>
<thead>
<tr>
<th>Graduate CIP Code Number *</th>
<th>Graduate CIP Title *</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.6772</td>
<td>Pharmaceutical Science</td>
</tr>
</tbody>
</table>

Related Curriculum Proposals Being Submitted Simultaneously *

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
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)


Attach Program Guide

Consultation Letter(s) (Required)


Attach Consultation Letters

Additional Supporting Documentation

Attach Additional Supporting Documentation

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Approval Notes

CR Approval Details

Current Date Approver Name * Decision * Notes * Queue Name

Approver Supporting Documentation

Attach Approver Supporting Document

Submit

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January 2019
## Curriculum Change Proposal Form

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<td>DEPARTMENT CURRICULUM CHAIR REVIEW</td>
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<tr>
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<td>Co-Sponsor Email Address</td>
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<td>Effective Term &amp; Year *</td>
<td>202040 – FALL 2020</td>
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<tr>
<td>Proposing School/College *</td>
<td>COLLEGE OF PERFORMING ARTS</td>
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<tr>
<td>Proposing Department *</td>
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<tr>
<td>Curriculum Change Proposal Type *</td>
<td>QUASI CURRICULAR PROPOSAL</td>
</tr>
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### Quasi Curricular Proposal

<table>
<thead>
<tr>
<th>Field</th>
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<tr>
<td>Quasi Curricular Reason *</td>
<td>Change the name or structure of a department, school or college, or academic unit</td>
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### Rationale

<table>
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<tr>
<th>Field</th>
<th>Value</th>
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<tbody>
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<td>General Merit of Proposal *</td>
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### Curricular Effect

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<td>Course Effect on Other Programs, Departments or Colleges *</td>
<td>Insert info here</td>
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</tbody>
</table>
Proposal Examples - Quasi Curricular Proposal Part 2

Supporting Documentation

Program Guide

Attach Program Guide

Library Resource Form

Attach Library Resource Form

Assessment

Attach Assessment

Consultation Letters


Attach Consultation Letters

Additional Supporting Documentation

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