

Office of the Provost

Policies and Procedures Governing New Program Proposals

All new majors, certificates, and degrees must be approved 5 months prior to the effective start date and will be included in the next published catalog for that academic year. It is recommended that the Dean of the college consult with the Provost before initiating the entire approval process.

All new majors, certificates, and degrees must be approved at the level of college(s). Signatures from representatives of all approval bodies must be obtained before approval is considered final. At the University level, Graduate Council will approve graduate level programs; the Undergraduate Curriculum Committee will be informed of new programs at the undergraduate level and will approve those that affect more than one college.

Role of Undergraduate Curriculum Committee

“The Curriculum Committee shall review and approve all new undergraduate majors, minors, certificates, and other programs as well as changes to requirements and other revisions to existing programs that affect more than one college. . .” (Constitution of the Faculty, Article III, Section 3, subsection 2, Clause 3)

Role of the Graduate Council

“The Graduate Council shall decide all matters pertaining to the admission to graduate study, general requirements for advanced degrees, and the approval of courses open only to graduate students. It shall decide whether any course will bear graduate credit. . .” (Constitution of the Faculty, Article III, Section 5, Clause 3)

Notification

When a new major, certificate, or degree has been approved, the sponsoring department or college must notify the offices and individuals listed below.

Admissions
Advising
Deans (7)
Financial Aid
Institutional Research
Library
Marketing
Registrar
Student Accounts

Progress Reports

An annual progress report to the provost and either the Graduate Council or the Undergraduate Curriculum Committee must be made each year on or before October 1, for at least the first three years of new program operation. This report will specify progress that has been made towards the goals projected in the proposal. The Provost’s office will manage the progress reports to ensure compliance.

Guidelines for Proposing a New Major, Certificate, or Degree

Proposals for new majors, certificates and degrees must provide the information outlined below as well as specified attachments. Please consult Policies and Procedures Governing New Program Proposals before completing your proposal document.

Proposed title: _____

Sponsoring college: _____

Start date and term _____

Check all that apply:

Type of program	Format	Schedule
major	classroom	primarily daytime
minor	online	primarily evening
certificate	hybrid	weekend
degree		
Level	Campus	Target population
graduate	Chicago	current RU students
undergraduate	Schaumburg	new student populations
	Online	both

I. Rationale

- A. How does the proposed program support the University's mission and strategic plan?
- B. How has demand for this program been researched? What were the findings?
- C. Describe the potential students for this program.
- D. Are any similar programs now offered in the Chicago metropolitan area? If so, comment on the impact of offering another program in the same area. Include factors that will make this program distinctive.
- E. Will the proposed program duplicate or compete with other programs that already exist at Roosevelt?
- F. In what specific ways will the college(s) measure success of the new program?

II. Description

- A. Program objectives or goals.
- B. Will new courses be required for this program? If so, attach syllabi.
- C. Requirements and standards for completion.
- D. Admission criteria.

III. Resources

- A. What are the projected headcount and credit hours for the first three years of operation?
- B. Attach a budget for the first three years of operation, realistically projecting revenue and expense. Include clerical and administrative support, graduate assistantships, and faculty.
- C. Will start up funds be reallocated from existing programs? Please specify.
- D. What new or reallocated resources will the Library require, as specified by the university librarian, to support the proposed program?
- E. What other resources will be required to implement this program (consultants, equipment, space, materials, supplies, travel, conference fees)?
- F. Have marketing resources been earmarked for the new program?

IV. Assessment

- A. What are the expected learning outcomes for this program? Explain methods to be used in assessing outcomes
- B. Describe a five-year cycle of assessment for the program.

V. Accreditation and Licensing

Is this program or are students and other practitioners in this field subject to professional accreditation or governmental licensing? () yes () no

If yes, please describe these requirements in detail and state how the proposed degree field will comply.

Sequence of Notifications and Recommendations for New Majors, Certificates, and Degrees

University-Level Notification

Before seeking approvals at the College level, the dean(s) of the college(s) proposing the new program shall first inform the provost that such approval is being sought.

College-Level Approvals

(For inter-college proposals, an approval form must be completed by each participating college.)

Department /program
(if appropriate) _____
name date

College Curriculum
Committee _____
name date

College Council _____
name date

Dean _____
name date

University-Level Approvals

Library _____
name date

Chair, Graduate
Council _____
name date

OR

Chair, Undergraduate
Curriculum
Committee _____
name date

Provost _____
name date