



## Guidelines to Propose or Modify Academic Programs

This document includes a description of the workflow process for all program actions. The appendix includes the Program Proposal Template required for all new programs and substantive modifications to existing programs. This guidance is intended to supplement the [online Program Action Form](#) instructions from the Registrar. That page includes guides tailored to various needs. These pages will assist you in inputting information into the form depending on the type of program action you are requesting.

### Program Action Form Guides

- > [New Programs](#)
- > [Existing Programs](#)
- > [Concentration/Track/Field of Study](#)
- > [Workflow](#)
- > [Approvals](#)

### Definitions

*Non-Substantive*- changes to the Plan of Study, concentrations, changes affecting less than 50% of program requirements

*Substantive*- changes to Program Information (including program name, credit hours etc. See online PAF for all fields). Changes affecting 50% or more of program requirements.

### Workflow Overview

For new programs and substantive modifications to existing programs, prior to starting the workflow, the faculty sponsor should consult with the CWRU representative to the Ohio Department of Higher Education. For undergraduate programs, contact Donald Feke, Vice Provost for Undergraduate Education & Academic & Faculty Affairs ([donald.feke@case.edu](mailto:donald.feke@case.edu)). For graduate programs, contact Charles Rozek, Vice Provost for Graduate Education & Academic & Faculty Affairs ([charles.rozek@case.edu](mailto:charles.rozek@case.edu)). You will be asked to verify this consultation on the PAF.

The workflow proceeds as follows:

(Note: this shows the workflow for a new program, which includes more steps than the workflows for modifications to existing programs. For more information on the approvals required for different types of curricular program changes, see the [Academic Approval Matrix](#).)

1. Faculty sponsor submits proposal. For New Programs and Substantial Modifications to Existing Programs, attach the **Program Proposal**. (See template below.)
2. Review of proposal by University Registrar and Undergraduate or Graduate Studies to determine that proposal language is consistent with the Bulletin language.
3. Chairs of other departments that own courses involved in the major (required and elective options) will be prompted to issue approvals. For departments outside the College, the academic dean of the other school(s) must also issue approval. Chairs (and deans) will have the option to attach a letter explaining their support for the proposal. These attachments will remain with the proposal throughout the workflow.
4. Department chair reviews proposal
5. FYI message sent to all CAS Department Chairs. Chairs with complementary interests should contact the faculty sponsor directly for discussion. This step does not require approvals for the

- proposal to move forward in the workflow.
6. Dean's Office initial review. The proposal is reviewed for responsiveness to guidelines. Dean and Associate Dean(s) are briefed on the initiative.
  7. CAS Committees (Budget, CEP, and Graduate if relevant) provide comments as attachments to the PAF. The committees do not vote. This is the only opportunity for the Budget and Graduate committees to review the proposal.
  8. Library/UTech/International Studies reviews.
  9. Dean's Office second review. CAS committee comments are reviewed; proposal is routed back to faculty sponsor if necessary. The Office of the Dean conducts any revenue and expense negotiations with other schools if needed. If approved, next step.
  10. CEP reviews and votes. (Faculty sponsors are sometimes invited to join the meeting when the proposal is being reviewed.)
  11. CAS Executive Committee votes to place the item on the next full faculty meeting agenda.
  12. Full CAS faculty vote (at the Fall or Spring faculty meeting). Decision is made by the vote of the majority of faculty in attendance.
  13. University and state-level processes- these are handled by the Office of Undergraduate Studies, the School of Graduate Studies, and the Office of the Provost.
  14. Proposer is sent an automated notification once all approvals are complete and any SIS updates have been made.

## Resources

CWRU Faculty Senate

[Academic Approval Matrix](#)

University Registrar

[Curriculum and Program Management](#)

[Program Action Form](#)

[Guidelines to Create a University Certificate and Professional Certification](#)

Support: [programprocess@case.edu](mailto:programprocess@case.edu)

State of Ohio

[ODHE's Guidelines and Procedures for Academic Program Review](#)

[CCGS Guidelines and Procedures for the Review and Approval of Graduate Degree Programs](#)

CAS Dean's Office

For questions about new programs and substantive modifications to existing programs, contact Meagan Rodgers, Director of Operations and Strategic Initiatives ([meagan.rodgers@case.edu](mailto:meagan.rodgers@case.edu)).

For questions about non-substantive modifications to existing programs, contact Robert Utrup, Executive Aide to the Dean ([robert.utrup@case.edu](mailto:robert.utrup@case.edu))

## **Program Proposal Template**

Note: Sections I, II, and III a and b contain information also required in the online form. Please cut-and-paste the information from this proposal into the online PAF.

### **I. Introduction**

- a. Proposed title and degree designation and rationale for designation. Proposed effective semester and year.
- b. Definition of the focus of the initiative.
- c. Brief description of its disciplinary purpose and significance.

## **II. Proposed curriculum**

- a. Description of the proposed curriculum.
- b. Outline of requirements and electives, including any anticipated courses.

## **III. Faculty and department information**

- a. List faculty sponsor and department. For group proposals, list other faculty members and their departments.
- b. List any other CAS departments, CWRU schools, or administrative offices involved.
- c. Describe administrative arrangements for the initiative.
- d. How is the proposed initiative important to the CAS and the involved CAS departments?
- e. What is the relationship between the proposed initiative and the involved CAS departments' current programs?
- f. What is the relationship between the proposed initiative and the involved CWRU schools' (non-CAS) current programs (undergraduate and/or graduate)?

## **IV. Evidence of need for the proposed curricular initiative**

- a. Describe similar programs in the region or state addressing this need and potential duplication of programs.
- b. What are the employment opportunities for graduates?
- c. What are the national and international competitive programs and their resources?

## **V. Projected enrollment**

- a. Define expected national and international enrollment targets over a five-year period.
- b. Describe special efforts to enroll and retain underrepresented groups in the given discipline(s).

## **VI. Resources required**

- a. Describe the availability and adequacy of the faculty, staff, facilities, and other resources for the initiative.
- b. Describe the need for additional faculty, staff, facilities, or other resources and the plans to meet this need.

## **VII. Expense and revenue**

- a. Project expenses to launch initiative and description of ongoing expenses and expected revenue.
- b. Provide evidence of institutional commitment and capacity to meet these expenses.

## **VIII. Other expense and revenue questions**

- a. Is the initiative designed to be revenue generating? Define the expected revenue beyond the cost of expenses.
- b. Describe the need and justification for tuition waivers or stipends.
- c. Describe expense or revenue sharing with other CWRU schools and/or administrative offices.
- d. Identify likely sources and assess the near- and long-term likelihood of raising funds to support the initiative in such categories as external and internal grants and philanthropy.

## **IX. Relationship of proposal to strategic plans**

- a. How does the proposed curricular initiative relate to the priorities of the [CAS strategic plan](#)?
- b. How does the proposed program implement one or more of the Pathways of the [CWRU strategic plan: Think Big](#)?
- c. In what ways does the program enact the mission laid out in the College's [Diversity Statement](#) and in CWRU's [North Star Statement](#)?