

## **Guidelines for Creating Continuing and Individual Graduate Multidisciplinary and Joint Degree Program Proposals**

*Note: as of Summer 2018, ODHE has suspended review of proposals for new continuing programs to consider the issue of shared credits. (Decision date is unknown.) Individual program proposals may proceed during this time.*

This document highlights the progression from multidisciplinary or joint degree program idea to proposal and to submission for approval. (Multidisciplinary programs lead to one degree; joint programs lead to two degrees.) This guidance is specific to programs for students pursuing graduate work in the College of Arts and Sciences and another CWRU school.

1. Faculty sponsor(s) develops a program description, rationale, and proposed plan of study (including progression of classes by term). For joint degrees, the plan must show how the degree program fulfills the requirements of both degree programs, and the progression of classes by term for the full degree plan. Read this document published by the School of Graduate Studies ([Guidelines for Multidisciplinary Graduate and Graduate Professional Studies at Case Western Reserve University](#)) (approved by Faculty Senate 3/1/05) for guidance on proposal preparation. The document contains specific information on proposal contents.

For individual programs, faculty sponsor(s) work closely with student to create proposal.

2. Assemble proposal, including:

- Program Action Form ([CWRU Action Form for Major/Minors/Programs/Sequences/Degrees](#))
- Program description (including rationale, affirmation of adequate student support between schools, and in the case of joint degrees a description of shared credits and illustration of how program fulfills degree requirements)
- Proposed plan of study (full plan, term by term)
- Signed letter from student, describing request and plan (for *individual* plans only)
- Signed letters of support from faculty sponsor(s), affirming ability to provide appropriate guidance through the program
- Letters of support from department chairs (or deans if chairs are presenting the proposal)

3. Send proposal to Meagan Rodgers ([mxr598@case.edu](mailto:mxr598@case.edu)), Manager of Operations and Strategic Initiatives in the Office of the Dean, for review. Comments on the proposal will be returned to the faculty advisor(s). During this stage, the Office of the Dean will also contact the other school to discuss the financial plan for the program. When the schools reach an agreement, the details will be added to the program proposal. The Office of the Dean will obtain the approval signature of the fiscal officers (or deans).

4. Forward proposal to Cynthia Stillwell ([cas26@case.edu](mailto:cas26@case.edu)), Executive Aide to the Dean, who will route the proposal to CAS Committee on Educational Programs (CEP). Allow six weeks from date of submission to committee for a response.

5. For individual programs: upon approval from CEP, forward proposal to Dean Chuck Rozek, Dean of the School of Graduate Studies for approval. The Dean may elect to consult with members or the body of the Faculty Senate Graduate Studies Committee as deemed necessary.

For continuing programs: (*pending resumption of reviews by ODHE*) upon approval from CEP, approvals from Faculty Senate Graduate Studies Committee, Faculty Senate, and the Board of Trustees are needed. This portion of the review process is detailed in the [Summary of Case Western Reserve University's and the Ohio Department of Higher Education's Proposal and Review Processes for Graduate Curricular Initiatives](#), (version dated 1/24/19) excerpted here:

1. CWRU Faculty Senate Secretary forwards CAS application to the appropriate FS committees for review, including the Faculty Senate Committee on Graduate Studies (FSCGS).
2. Faculty sponsor introduces application at a FSCGS meeting and presents a brief summary. FSCGS makes a recommendation to the FS Executive Committee if the proposal should be moved to the FS for a vote of approval. FSCGS' recommendation shall be made by majority vote of the members in attendance.
3. Following a positive recommendation from FSCGS, the FS Executive Committee may also elect to have the faculty sponsor, department chair, and/or other CAS representative attend an Executive Committee meeting to answer questions about the application before voting. If approved by a vote of the FS Executive Committee, the application is added as "New Business" to the FS' agenda.
4. Faculty sponsor makes a brief presentation to the Faculty Senate. The proposal will be open to discussion and then a vote. The FS' approval shall be made by majority vote of the members in attendance. If approved by FS, the application is forwarded to the CWRU Board of Trustees for resolution and approval.

Contact Meagan Rodgers ([mxr598@case.edu](mailto:mxr598@case.edu), 216-368-1667) with any questions.

Individual Program Proposals

1. Student and faculty sponsor(s) develop program proposal



2. Assemble proposal, including all required documents and signatures (except financial plan)



3. Proposal to CAS Dean's office staff for review. Dean's office will create financial plan in consultation with other CWRU school.



4. Proposal to CEP for approval



5. Proposal to Dean of Graduate Studies for approval

Continuing Program Proposals

1. Faculty sponsor(s) develop program proposal



2. Assemble proposal, including all required documents and signatures (except financial plan)



3. Proposal to CAS Dean's office staff for review. Dean's office will create financial plan in consultation with other CWRU school



4. Proposal to CEP for approval



5. Proposal to Faculty Senate Secretary for relevant committee and Board of Trustees approvals



6. Proposal to ODHE for review and approval process