**DETAILED Proposal Data Gathering**

1.Title

2. Justification and Suitability

3. Faculty Qualifications needed

4. Learning Objectives and Assessments

5. Graduate/Employment Options

6. Curriculum Ladder with Course Descriptions

7. Start-up costs/on-going costs

8. Impact Memos with any collaborating units uunitSchool/College

Dean approves Proposal and Attaches Exec Summary in CURRICULOG- Notification goes to list of Departments for planning purposes\*

New Program Ideas

Faculty Member/Sponsor Enters PREPROPOSAL FORM IN CURRICULOG.

Notify ACT-Vice Provost

**PROPOSAL APPROVAL PROCESS**

Complete proposal moves through School/College Approval Process via Curriculog, AS the proposal is being reviewed by Academic Unit and College/School Committees.

Widener University New Program Curriculum Process Flowchart

When final approval is entered in Curriculog- Notifications go to full list of Departments\*

**Depending on TYPE of program, proposal moves to Faculty Council Committees, BOT, Provost Office, State Agencies for approvals.**

Once proposal is approved by final approver (could be BOT, Faculty Council or Dean based on Program Type) the approval should be entered in CURRICULOG.

[Catalogadmin@widener.edu](mailto:Catalogadmin@widener.edu) for any additional text to be listed with the curriculum in the Catalog

Faculty Member/Sponsor

MUST CONTACT THE FOLLOWING DEPARTMENTS AND OFFICES WITH CONTENT FOR PROSPECTIVE STUDENTS

**Program Administration**

-Make sure all new courses or course *changes,* including name, number or prefix, prereqs, or descriptions are entered at the beginning of the review process in separate proposals, and approved in Curriculog so that the current draft catalog, student planning, and website can be updated in a timely manner.

-Any *changes* to the credit load, title, curriculum, sequences, or other requirements of the program, must be entered and approved in Curriculog. If a course has changed it’s prefix/number you must submit a proposal for EACH program that must be updated. Only after approvals are in Curriculog can any changes can be made in student planning, the catalog, and the website.

[webredesign@widener.edu](mailto:webredesign@widener.edu) to provide content and update website

Marketing and Library for any special marketing or library needs

UG or Grad Admissions for updates to applications

\*Departments notified for various Curriculog Actions: Dean’s Office, Provost Office, Admissions, Marketing/University Relations, Library, International Student Office, Web Design Team, Registrar’s Office, Vice Provost/Catalog Office, Enrollment Services, Financial Aid