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2 **Procedures and Guidelines for Preparing New Degree or Major Program Proposals**

3 **Faculty Senate Approval –**
4 **Provost Approval –**

5 An officially designated major program at Wright State University is a structured and
6 coherent primary concentration of study. It allows undergraduates to develop a
7 specialized, in-depth field of study as part of their educational experience at the University.
8 A major program may provide in-depth disciplinary study as part of a balanced bachelor's
9 program, preparation for graduate study, or pre-professional, professional, or job-oriented
10 training. All undergraduates must complete the requirements for one major program in
11 order to earn a bachelor's degree from the University. A degree is a recognition or award
12 for completion of a prescribed course of study in an institution of higher education
13 designated by the customary titles of associate, bachelor, master, specialist or doctor.

14 Degrees and majors are designed by academic departments or program units. Most major
15 programs will lay out a single, prescribed course of study. Departments, however may
16 choose to offer a major program that tracks students into optional concentrations. Some
17 departments may offer more than one degree or major; however, each major must bear the
18 name of a recognized field within the discipline. Interdisciplinary majors can be co-
19 sponsored by two or more departments or units. All new degree programs must follow
20 Ohio Department of Higher Education (ODHE) minimum and maximum credit hour
21 requirements. Although, needs of individual programs vary considerably, the number of
22 hours required in a major program should not fall below one fourth or exceed one half of
23 the hours required for graduation. Some professional programs may be an exception to this
24 guideline. All aspects of the major program are administered by the designated
25 department or unit.

Deleted: The major program is administered by the designing department or unit, which is responsible for formal admission, tracking, and final degree certification

26 A formal proposal for a new degree or major program must be reviewed and approved by
27 the appropriate college or school curriculum committee, the college or school faculty if
28 required by that unit, the Faculty Senate Undergraduate Curriculum Committee, the Faculty
29 Senate, the Board of Trustees, and the ODHE.

30 The approval process is initiated through submission of a request using the university
31 curriculum workflow system. Proposals for new major programs ultimately must be
32 submitted to the ODHE for review and approval. ODHE forms are available on the
33 Undergraduate Academic Affairs webpage.

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