Procedures and Guidelines for Preparing New Degree or Major Program Proposals

Faculty Senate Approval –
Provost Approval –

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

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

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

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

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