

# ROOSEVELT UNIVERSITY

## *RU Online Proposal for Fully Online Degree or Certificate*

Program Title: \_\_\_\_\_

Sponsoring college, department, or program: \_\_\_\_\_

Dean and chair or director: \_\_\_\_\_

**This is a new:**

- |   |  |
|---|--|
| <input type="checkbox"/> option within a department, program or, school | <input type="checkbox"/> concentration |
| <input type="checkbox"/> separate degree program                        | <input type="checkbox"/> core course   |
| <input type="checkbox"/> prerequisite alternative                       | <input type="checkbox"/> prerequisite  |
| <input type="checkbox"/> replacement for another course.                | <input type="checkbox"/> elective      |

Is this course cross-listed?  Yes  No  
If yes, please indicate additional requirements in syllabus.

### **I. Description**

A. Catalog description

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B. Program objectives or goals.

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C. Admission requirements to the program.

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D. Other prerequisites.

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E. Specify all requirements for fulfillment of the degree or certificate.

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F. Projected scheduling (check as many as apply)

Fall ( )      Spring ( )      Summer ( )

G. How does the program support the mission and goals of the university?

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H. What are the specific learning objectives for students in the program?

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I. Detail the type, frequency, and nature of online interactions.

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J. Detail the type, frequency, and nature of assessment tools.

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## II. Demand

A. Evidence of interest in and/or demand for this program's target market.

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B. Will your course appeal to ( ) current RU students only ( ) a broader academic audience?  
If your course will appeal to a broader audience, please identify target populations:

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C. Enrollments projections:

\_\_\_\_\_ Number of Students      ( ) each semester      ( ) annually

D. Is any similar program now offered in the metropolitan area? If there is, describe the effects or results of two or more similar programs in a defined demographic area. Include factors that will make this program unique.

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E. List ways to reach target market—publications, websites, professional associations, etc.

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### **III. Staffing**

Although your program is responsible for staffing the course each semester it is offered, please name faculty qualified, interested and available to teach this course. State whether faculty is full-time or part-time.

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### **IV. Process Approvals**

A. Evidence of preliminary or final approval by the Provost and Executive Vice President.

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B. Evidence of approval by the appropriate governance committees and council.

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C. Evidence that the program meets requirements for federal aid eligibility.

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**V. Resources**

Approved courses receive the following resources for RU Online:

- Blackboard technology training
- Instructional design
- Technical support
- Best practices of online pedagogy

Check all additional resources needed

Library Services

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Specialized software

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Other Resources (indicate below)

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**VI. Conclusion**

Please give any other information that supports this proposal.

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Primary contact person for the online development of the program. \_\_\_\_\_

COMPLETED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Submit to: Douglas Knerr  
Vice Provost for Faculty and Academic Administration  
AUD. 818D  
(312) 341-2337  
dknerr@roosevelt.edu

**NOTE:**  
Please complete a separate form for each new program proposed.