



Office of the Chancellor-Provost, Rutgers–New Brunswick New Course and Program Approval Process

All Rutgers, New Brunswick undergraduate and graduate curricular changes must go through the campus-level review process. Some changes will require additional approvals from the Board of Governors (BoG) or the New Jersey Presidents' Council (NJPC).

This document outlines the steps and levels of approval in the new course and program approval process.

Levels of Approval

New courses and programs may require the following levels of approval:

- Department and School-Level
- Undergraduate Education Leadership Council (UELC) for undergraduate courses/ programs
- Professional and Graduate Degree Committee (PGDC) for graduate courses/ programs
- Academic Cluster Committee and Executive Council (for some graduate degrees)
- Office of Chancellor-Provost
- Office of the Executive Vice President for Academic Affairs (EVPAA)
- Board of Governors (BoG)
- New Jersey Presidents' Council (NJPC)

***Letter of Intent Process for New Degree Programs and Nondegree Certificate Programs**
As part of an early notification process, the academic unit will submit a **Letter of Intent (LOI)** to the Office of the Chancellor-Provost, New Brunswick if proposing a new degree program or nondegree certificate program. The LOI will summarize a description of the program, faculty expertise, the estimated number of students served as well as ways in which the program advances the mission and vision of Rutgers, New Brunswick as well as Rutgers University's value propositions. As an informational item, the Office of the Chancellor- Provost will notify the Office of the Executive Vice President for Academic Affairs (EVPAA) and the Office of Institutional Research (IR) of the LOI submission.

LOIs will be shared electronically with the appropriate committees for preliminary review. The UELC and PGDC will have a 2-week comment period, providing feedback regarding opportunities for collaboration that avoid duplication with existing programs. Potential conflicts will be resolved amicably through a clarification process in consultation with the Office of the Chancellor Provost. This may require the academic unit to revise their LOI.

The Vice Provost of Undergraduate Education (VPUE) and the UELC will conduct preliminary reviews of LOIs for new undergraduate programs (minors, majors, and certificates) and dual degree programs. LOIs for 4+1 programs will be reviewed by the UELC and the PGDC as appropriate.

The Vice Provost for Academic Affairs (VPAA) and the PDGC will review LOIs for new graduate programs. The Academic Cluster Committee and Executive Council will review new degree proposals as appropriate.

Academic units should be prepared to begin the new program approval process at least one year prior to the start of the anticipated first semester of the program.

With approval after a preliminary review, the Office of the Chancellor-Provost will notify the academic unit to proceed with a new program proposal. Additional consultation at the Chancellor-Provost or school-level may be required.

Review Process for Course and Program Proposals

Academic units will submit proposals for new courses and programs, as well as changes to existing courses and programs, to the Office of the Chancellor Provost. These proposals will be shared electronically to the appropriate committees. Committees will review proposals for completeness, documentation of a business plan, coherence with school and the New Brunswick Chancellor Led Unit's strategic mission and vision. Review will be completed within 2-weeks.

New undergraduate course proposals are fully approved at the Chancellor-Provost level, and the VPUE will send notice of the new course approvals. Undergraduate program proposals are forwarded for Chancellor-Provost for signature, and additional action.

* School of Graduate Studies (SGS) school-level processes for proposals involving Ph.D., M.Phil., M.A., and M.S. degrees require approval by Academic Cluster Committee and Executive Council. SGS approvals are forwarded to RBHS Chancellor for approval.

Proposals concerning terminal MA/MS programs (including certificate, dual-degree, and other such proposals relating to these programs) are forwarded to PGDC for review.

Proposals concerning doctoral and non-terminal MA/MS programs (including certificate, dual-degree, and other proposals relating to these programs) do not need review by the PGDC. These course proposals are fully approved at the school-level. Approved program proposals are forwarded by the school to VPAA.

For all other programs, the Office of the Chancellor-Provost recommends approval and then additional levels of approval are required. To complete the approval process, the Office of the Chancellor-Provost sends a memo recommending approval along with the proposal and supporting materials to the Office of the Executive Vice President (EVPAA). Proposals requiring action of the BoG or NJPC include:

- 1) Proposals sent as informational items for the BoG
 - a. Joint and dual-degree programs (involving already established programs)
 - i) If in collaboration with a school in another Chancellor unit, requires approval of other Provost (or RBHS Chancellor)
 - ii) If in collaboration with another university, requires prior MOU approval by Chancellor-Provost and EVPAA
 - b. Change in department name
- 2) Proposals that are informational items for BoG and the New Jersey Presidents' Council (NJPC)
 - a) Creation of stand-alone certificates (requires federal "gainful employment" reporting plan)
 - b) Changes to stand-alone certificate or degree program requirements that increase or decrease the number of credits
 - c) Changes to stand-alone certificate or degree program nomenclature (NB: some such changes may qualify as "degree designation changes" which require further documentation for the NJPC)
 - d) Creation of a master's degree option within an established Ph.D. program
- 3) Proposals that require approval of BoG and NJPC include:
 - a) New degree programs (require Program Announcement, Business Plan, External Consultant Report and Response [arranged by Director of Compliance (OIRAP)])
 - b) Conversion of option to full program, sometimes with degree designation change (slightly simplified version of new degree program process that does not require external consultant report and response; availability and choice in procedure determined in consultation with Director of Compliance [OIRAP])