

NEW PROGRAM and COURSE APPROVAL PROCESS

Rutgers–New Brunswick School-level

- **Early Notification Process for new programs:**
- Academic Unit submits Letter of Intent (LOI) for new program, or non-degree certificate program
- Process should begin one year prior to the anticipated start of semester for the new program



Preliminary Review

LOI distributed electronically to appropriate committee

During 2- week comment period committee considers duplication, conflicts opportunities for collaboration and fit with the University mission, vision, and values

Potential conflicts resolved amicably through clarification process

VPAA notifies School of outcome of review



Rutgers–New Brunswick School-level

- For new programs, after notification of LOI approval, unit develops full proposal
- Begin process here for revisions to existing programs, new courses, and revisions of existing courses. Full proposal approved at school level forwarded to Office of Chancellor-Provost full review by appropriate committee:
- UELC
- PDGC
- Academic Cluster Committee
- Executive Council

Committee Full Review

- Review of full proposal for new or revised course, degree program or non-degree program
- Course and program proposals reviewed for completeness, documentation of business plan, coherence with school-level and CLU strategic missions
- May require further consultation at the Chancellor-Provost or school-level
- Within 2 weeks, reviewed and approved proposals forwarded for Chancellor-Provost's signatory
- Some proposals require additional levels of approval.



Chancellor-Provost Office, Rutgers–New Brunswick

- VPAA recommendation memo for approval sent to proposing dean for internal certificates, minors, changes to requirements for certificate and degree programs without change to the number of credits required, concentrations, specializations and 4+1 articulation agreements that are not dual-degree programs
- EVPAA notified of action
- For all other programs, VPAA memo is sent with recommendation for approval to EVPAA.



Rutgers EVPAA Office

- New Brunswick CLU proposals sent to the EVPAA office for BoG and NJPC include:
- Proposals that are informational items for the Board of Governors (BoG)
- Proposals that are informational items for BoG and the New Jersey Presidents' Council (NJPC)
- Proposals that require approval of BoG and NJPC