

## Instructions for New **Certificate** Proposals in the School of Graduate Studies Rutgers-New Brunswick

These instructions are for **new certificate** programs that fall under the School of Graduate Studies (SGS), for review and approval by SGS. Please follow the steps below.

1. Determine if you are proposing a **stand-alone certificate** OR an **internal certificate**. While the same proposal form is used for both types of certificates, the steps in the approval process differ as described in points 2 (stand-alone) and 3 (internal) below.
  - a. A **stand-alone certificate** can be earned and awarded outside of a degree program; students do not need to be enrolled in a Rutgers degree program to be admitted into the certificate program. Follow steps 2 and 4.
  - b. An **internal certificate** is available only to students already enrolled in a Rutgers degree program. It is awarded as an addition to an existing graduate degree. Follow steps 3 and 4.
  
2. **For stand-alone certificates only:**
  - a. You need to first complete a Notice of Intent (NOI) with the Provost's Office. Contact David Shreiber, at [david.shreiber@rutgers.edu](mailto:david.shreiber@rutgers.edu), in the Provost's Office for the NOI form. Because the NOI must be submitted by your School's representative on the Provost's Professional and Graduate Degree Committee (PGDC), you should work with your PGDC rep on the NOI and throughout the review process<sup>1</sup>.  
  
Your NOI will be reviewed by the PGDC and once approved, the Provost's office will submit your NOI to the Office of University Academic Affairs for a review by the other Chancellor-Led Units (CLUs); this has a 30-day review period. During this review period, you may wish to start working on the SGS new stand-alone certificate proposal form, but we suggest you not submit it for SGS review until you have received the outcome of the CLU review of your NOI. The SGS review is the first step in the full proposal (which is not the NOI) approval process for graduate certificates at Rutgers University-New Brunswick.
  - b. For Review by SGS, you will use the same full proposal form for stand-alone certificates as used by the Office of University Academic Affairs. Specifically,
    - i. Download the "Request Form to Create a Stand-Alone Certificate Program" found here: <https://academicaffairs.rutgers.edu/develop-a-new-stand-alone-certificate-program>

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<sup>1</sup> The PGDC representative is likely your School's Associate Dean of Academic Programs (or Academic Affairs); you can also contact David Shreiber, Vice Provost of Academic Affairs, to find out who is your School's rep. You will need to work with this person throughout the review and approval process.

- ii. Complete all questions on the form (pages 1-5), with the exception that you do not need the Chancellor/Provost signature on page 5.

**3. For internal certificates only:**

- a. You need to first complete a Letter of Intent (LOI) with the Provost's Office. Contact David Shreiber in the Provost's Office for the LOI form. The LOI must be submitted by your School's representative on the Provost's Professional and Graduate Degree Committee (PGDC; see footnote 1). Be sure to work with your PGDC rep on the LOI and throughout this process. Your LOI will be reviewed by the PGDC and once approved, you can submit the full proposal (which is not the LOI) to SGS (see 2b).
- b. For Review by SGS, you will use the same proposal form used by the Office of University Academic Affairs for stand-alone certificates. Specifically,
  - i. Download the "Request Form to Create a Stand-Alone Certificate Program" found here: <https://academicaffairs.rutgers.edu/develop-a-new-stand-alone-certificate-program>
  - ii. Complete all questions on the form (pages 1-5), with the exception that you do not need the Chancellor/Provost signature on page 5.

- 4. For both types of certificates.** Submit your completed proposal form to Ms. Theresa Manzo ([tmanzo@grad.rutgers.edu](mailto:tmanzo@grad.rutgers.edu)) and Senior Associate Dean Hae Chang Gea ([gea@soe.rutgers.edu](mailto:gea@soe.rutgers.edu)).

**Proposals are due to SGS by October 1, November 15, February 15, and April 1 of each year.** They will be reviewed by the relevant SGS academic cluster committee, to be held within two weeks after each of the due dates. Please expect that revisions will be requested by the committee before approval is granted. Proposals will then be voted on at the next SGS Executive Council meeting for final approval.

Once you obtain SGS approval, you and your PGDC representative will be instructed to submit the full proposal (whether for a stand-alone or internal certificate) to the Vice Provost for Academic Affairs (currently David Shreiber) for review by the PGDC.

**For internal certificates,** approval from the Provost's PGDC is the final level of approval. You (the program director) are responsible for submitting the new certificate to the registrar's office.

**For stand-alone certificates,** following PGDC approval, the Vice Provost will work with you and your PGDC representative to submit the full proposal for review by the Office of Academic Affairs at Rutgers, and is eventually reviewed by the Board of Governors for final approval. You (the program director) are responsible for submitting the new certificate to the registrar's office.

Questions regarding the SGS review process may be directed to Ms. Theresa Manzo ([tmanzo@grad.rutgers.edu](mailto:tmanzo@grad.rutgers.edu)) and/or Senior Associate Dean Hae Chang Gea ([gea@soe.rutgers.edu](mailto:gea@soe.rutgers.edu)).