

SGS NEW COURSE APPROVAL PROCESS

1. Program directors must first obtain a vote of approval from their unit's faculty for the new course.
2. Program directors complete the SGS New Course approval form, attaching the required materials (syllabus, justification, potential overlap with other program courses) as a single PDF file. The Dean's signature confirming approval of the new course must be on the form on page 2. The Dean's signature can be the Associate Dean of Academic Programs (or Graduate Programs).

The latest (2024) New Course Proposal Form can be found here:

https://grad.rutgers.edu/sites/default/files/2024-05/course_proposal_form_May%202024.pdf

3. Submit the completed form and required materials as a single PDF file to Ms. Theresa (Terri) Manzo (tmanzo@grad.rutgers.edu) and Senior Associate Dean Hae Chang Gea (gea@soe.rutgers.edu) by any of the following due dates: **October 1, November 15, February 15, and April 1 of each year.**
4. Course proposals will then be reviewed by the appropriate SGS academic cluster committee (meetings to be held within a few weeks of each due date); program directors may need to revise and respond to feedback from the cluster committee review before approval is granted.
5. Once approved by SGS cluster committee, the SGS Senior Associate Dean of Academic Affairs submits the course proposal to the Provost's Professional and Graduate Degree Committee (PGDC) for review. The Senior Associate Dean should email the program's representative on the PGDC as an FYI before submitting it. For most unit's the PGDC representative is an Associate Dean of Academic Programs. The SGS Senior Associate Dean of Academic Affairs should always maintain membership on PGDC for this reason.

PGDC review takes approximately 2 weeks and is focused on any potential overlap with courses in, or opportunities for collaboration with, other units. Program directors will have an opportunity to address any issues raised to secure approval by PGDC.

6. Once PGDC approves the new course, Chair of PGDC will inform the SGS Senior Associate Dean and the program's PGDC representative. The SGS Senior Associate Dean will then send the approved course proposal form to Terri Manzo in the SGS office to have it added to the Master Course List.