

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

These instructions are for submitting new **graduate degree program** proposals that fall under the School of Graduate Studies (SGS), for review and approval by SGS. **Before you begin the SGS approval process, your program must first submit a Notice of Intent (NOI) to the Provost's office** (contact David Shreiber at [david.shreiber@rutgers.edu](mailto:david.shreiber@rutgers.edu) to obtain the NOI form). Because the NOI will need to be submitted by your School's representative on the Provost's Professional and Graduate Degree Committee (PGDC)<sup>1</sup>, you should start working with the PGDC rep on this. 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 degree 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 (as opposed to NOI) approval process for graduate programs at Rutgers University-New Brunswick.

To submit your proposal to SGS, you will use the same full proposal form that is used by the office of University Academic Affairs: [New Degree Proposal Form](#). This form, along with their instructions, can also be found at their website (<https://academicaffairs.rutgers.edu/develop-a-new-degree-program>). Please be aware that the form is regularly updated by their office so make sure you use the latest form. For SGS review, you will need to complete only some of the sections on the form (per below), and then you can continue to complete the remaining sections as you move through the review process at the Provost and EVPAA offices.

### **For review by SGS, please follow these instructions:**

1. Download the [New Degree Proposal Form](#)
2. Complete the following sections (as listed on the Table of Contents page of the form):
  - a. Program Proposal Cover Page (the detailed cover page on page 5);
  - b. Program Approval Summary *with the dates of approval by your department/program faculty and a relevant Dean* (e.g., associate dean of graduate programs);
  - c. Section 1: justification and rationale;
  - d. Section 2: program elements;
  - e. Section 3: continuous improvement, including Appendices A and B – while not required for SGS, you are encouraged to have this section reviewed by the Office of Teaching Evaluation and Assessment Research (OTEAR) before submitting to SGS or at least while in review at SGS;
  - f. Section 4: demand analysis;
  - g. Section 5: projected resource needs (except the budget template in Appendix C is NOT necessary for SGS review);

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<sup>1</sup> The PGDC representative is likely to be 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 representative. You will need to work with this person throughout the review and approval process.

- h. Section 6: additional considerations (if you have additional information to share);
  - i. You do NOT need to complete sections 7-9, nor Appendix C for SGS review purposes. Be aware these sections will need to be completed for next level reviews with the Provost and EVPAA offices, including review of section 3 by OTEAR.
3. Submit your completed proposal form (as specified in point 2) 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)).

**New Degree Proposals are due 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 to the Vice Provost for Academic Affairs (currently David Shreiber) for review by the PGDC. Following their 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, which ultimately is reviewed by the Board of Governors for final approval.

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