Request for Waiver

Converting an Option or Concentration to Full Program Status

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[PROPOSING CLU(S)]

[PROPOSING SCHOOL(S)]

[PROPOSING DEPARTMENT(S)]

[DATE]

The evolution of academic programs at Rutgers is critical to the university and the needs of students, faculty, and the citizens of the State of New Jersey.  The Office of University Academic Affairs supports this through a university-wide *Academic Program Approval Process* ensuring appropriate input, accountability, and decision-making at multiple levels to promote:

* Academic excellence;
* Optimal impact on the Rutgers’ community and broader statewide citizenry;
* Alignment with strategic academic priorities;
* Commitment to educational access, diversity, equity, and inclusion; and
* Effective and strategic use of university resources.

**Request for Waiver**

**Converting an Option or Concentration to Full Program Status**

Academic units proposing the establishment of a new degree program must follow the New Degree Program Development, Review, and Approval Process. However, when converting an existing option or concentration to full program status, an academic unit may request a waiver from the full process (see below). In a waiver from the full process, review of the converted option/concentration by an external consultant is optional. The Chancellor will review requests for waivers on a case-by-case basis.

During the initial stages of degree program development, whether or not a waiver is requested, the chancellor or their designee must complete an institutional [Notice of Intent (NOI)](https://oirap.rutgers.edu/NOI-NewProgram/login.aspx) once preliminary approval has been granted for the proposed degree program to move forward.

Conversions of an option/concentration to full program status require initial approval from the requesting academic unit’s Faculty, Department Chair, Dean, and Chancellor. Following these approvals, the proposal must be reviewed by the Office of Academic Planning and approved by the Executive Vice President for Academic Affairs (EVPAA). Conversions of an option/concentration to full program status requests are submitted as action items to the Board of Governors (including the Committee on Academic and Student Affairs).

Units seeking to complete a conversion of an existing option or concentration and have been granted a waiver by the Chancellor must:

* Complete an institutional [Notice of Intent (NOI)](https://oirap.rutgers.edu/NOI-NewProgram/login.aspx) once preliminary approval has been granted for the proposed degree program to move forward.
* Complete the [New Degree Program proposal template](https://academicaffairs.rutgers.edu/Academic-Program-Organizational-Approvals). The proposal must follow the same format and contain the same information as the proposal for new academic degree programs, except for the items related to the external consultant (i.e., site-visit, consultant report, response to report).
* The requesting academic unit then submits the completed program proposal to the Office of Academic Planning including the Converting Options/Concentrations Waiver, which describes the extent of the change proposed, including a history of the option/program, enrollment patterns, courses offered, and faculty needs.

Upon approval by the EVPAA and the President, the proposal will go to the Board of Governors for final approval.

**Converting Options/Concentrations Waiver**

Academic units requesting a waiver to the New Degree Program Review Process when converting an existing option or concentration into a full program must answer the questions listed below. Proposing units should delete the blue text upon entering responses. Once complete, the waiver request should be submitted to the appropriate CLU contact for approval.

* Camden: [Sandra Richtermeyer](mailto:sr1969@rutgers.edu), Executive Vice Chancellor for Academic Affairs and Provost or [Naomi Marmorstein](mailto:marmorst@camden.rutgers.edu), Associate Provost for Faculty Affairs
* Newark: [John Gunkel](mailto:%20jgunkel@rutgers.edu), Vice Chancellor for Academic Programs and Strategic Partnerships or [Jeffrey Robinson](mailto:%20jeffrey.robinson@rutgers.edu), Provost and Executive Vice Chancellor
* New Brunswick: [Saundra Tomlinson-Clarke](mailto:saundra.tomlinson-clarke@gse.rutgers.edu), Provost and Executive Vice Chancellor for Academic Affairs
* Rutgers Biomedical and Health Sciences: [Bishr Omary](mailto:%20bishr.omary@rutgers.edu), Senior Vice Chancellor for Academic Affairs and Research or [Steven Andreassen](mailto:%20steven.andreassen@rutgers.edu), Vice Chancellor and Chief of Staff

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| **Chancellor-Led Unit (CLU)** | Enter the name of the sponsoring CLU(s) – Camden, Newark, New Brunswick, and/or Rutgers Biomedical and Health Sciences. |
| **School/College** | Enter the name of the sponsoring school(s) or college(s). |
| **Department** | Enter the name of the sponsoring department(s), if applicable. |
| **Degree Designation** | Enter the designation of the proposed degree program, such as Bachelor of Arts or Doctor of Philosophy. |
| **Degree Abbreviation** | Enter the abbreviation of the proposed degree designation, such as B.A. or Ph.D. |
| **Degree Title** | Enter the title of the proposed degree program. |
| **Primary Contact (Name)** | Enter the name of the primary contact in the proposing unit responsible for coordinating program development. |
| **Primary Contact (E-mail)** | Enter the e-mail address of the primary contact in the proposing unit responsible for coordinating program development. |
| **Primary Contact (Telephone)** | Enter the telephone number of the primary contact in the proposing unit responsible for coordinating program development. |
| **Date of Submission** | Enter the date you are submitting this request. |

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| **1. What is the need/impetus for the requested change?**  • external review?  • accreditation review?  • other? (Please explain below) |
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| **2. How long has the option/concentration been offered?** |
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| **3. What is the enrollment history?** |
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| **4. Will the new program have sufficient content depth to justify classification as a major?**  • Will the new program have sufficient credits to justify being a major?  • How is the new program different from the existing degree program? |
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| **5. Will the unit continue to offer the existing degree program?**  • In establishing the new major, what will be the impact on the existing major? |
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| **6. Would students currently enrolled in the option/concentration be "grandfathered" as to their degree title?**  • Can students choose either the title of the existing degree program or the title of the degree program created from the option/concentration as their graduation major?  • Will current students receive the new degree designation? |
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| **7. Are sufficient resources available to support the new program in the following areas:**  • Personnel such as faculty and support staff?  • Facilities?  • Operating expenses -- equipment, library resources, etc.? |
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| **8. Since the proposed option/concentration is part of an approved ongoing program, will the proposed conversion create any additional duplication with ongoing programs already in operation across Rutgers’ four CLUs?** |
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**Signatures of Approval Date**

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Department Chair

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Chancellor or Provost