***Data Collection Form for***

**Notice of Intent to Propose a**

**New Degree or Stand-alone Certificate Program**

Rutgers, The State University of New Jersey

During the initial stages of degree or stand-alone certificate program development, chancellors or their designee must complete an institutional Notice of Intent (NOI) once preliminary approval has been granted for the proposed degree or stand-alone certificate program to move forward. This NOI is separate and distinct from any notifications required by individual CLUs. NOI submission is required between September 1 and November 30 during the fall semester and between January 15 and April 15 during the spring semester to ensure adequate notice to institutional review and approval authorities.

The NOI will be facilitated through the use of an online system to which the following Chancellors’ designees will have access.

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

***This form is intended to assist the Chancellors’ designees with the entering of the required information into the NOI system.***

Upon submission, the NOI will be distributed to (1) the Office of the Executive Vice President for Academic Affairs (EVPAA), and (2) chancellors/provosts across Rutgers. Submission of the NOI initiates a 30-day comment period during which chancellors’ offices may submit comments/feedback to the proposing unit. The NOI does not represent a decision point for the proposed degree program. Rather, it allows academic leadership to provide feedback on the proposed degree program.

Academic units may continue program development during the 30-day comment period; however, the proposing unit must individually respond to comments/feedback received and document such responses in the program proposal. Please contact to [academicplanning@oq.rutgers.edu](mailto:academicplanning@oq.rutgers.edu) if you have any questions.

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| **Name of Proposed Degree/Stand-alone Certificate Program**  Enter the full name of the proposed degree or stand-alone certificate program. For example, Bachelor of Science in Data Science, Master of Arts in English, Doctor of Philosophy in Chemistry, Graduate Certificate in Digital Humanities, or Undergraduate Certificate in African-American Studies. |
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| **Proposed Classification of Instructional Programs (CIP) Code**  Enter the proposed six-digit CIP Code for the degree program. The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. The National Center for Education Statistics (NCES) provides an [inventory](https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56) of CIP Codes. |
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| **Proposing Chancellor-Led Unit (CLU)** |
| Camden  Newark  New Brunswick  Rutgers Biomedical and Health Sciences |

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| **Proposing School**  Enter the name of the sponsoring school(s) or college(s). |
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| **Proposing Department *(if applicable)***  Enter the name of the sponsoring department(s), if applicable. |
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| **Proposal CLU Contact**  Indicate the name of the primary contact in the chancellor/provost’s office submitting this NOI. This contact will receive comments/feedback during the 30-day comment period and serve as the CLU liaison for institutional representatives during program development. |
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| **Proposal CLU Contact E-mail**  Indicate the e-mail address of the primary contact in the chancellor/provost’s office submitting this NOI. Please use the following format – [*netid*@rutgers.edu](mailto:netid@rutgers.edu). Do not use e-mail aliases or non-Rutgers e-mail addresses. |
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| **Proposal Unit Primary Contact**  Indicate the name of the primary contact in the proposing unit responsible for coordinating program development. This contact will serve as the unit liaison for institutional representatives during program development. |
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| **Proposal Unit Contact E-mail**  Indicate the e-mail address of the primary contact in the proposing unit responsible for coordinating program development. Please use the following format – [*netid*@rutgers.edu](mailto:netid@rutgers.edu). Do not use e-mail aliases or non-Rutgers e-mail addresses. |
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| **Proposed Effective Date of Program Initiation**  Enter the proposed semester in which the program intends to first enroll students. (i.e., Fall 2023, Spring 2023, Summer 2023) |
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| **Program Summary**  Submit a summary of the proposed program (two-page maximum). The summary should include, at a minimum, the following information. ***This summary should be created as a separate file (Word, PDF, etc.) that will be uploaded to the NOI system****.* ***The Rutgers University – New Brunswick “Letter of Intent” may be used as the “program summary”.*** |
| * Purpose of the proposed program; * Preliminary assessment of the demand for the proposed program (e.g. student demand, employer demand, and/or graduate school preparation, etc.); * Potential duplication of the proposed program across Rutgers; * Potential comparators of, or competitors to, the proposed program in New Jersey and/or regionally; * Proposed curriculum, with as much specificity as possible; and * Mode of delivery (in-person, hybrid, fully online) |

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| **Substantive Change (Middle States Commission on Higher Education)**  Will the proposed program entail any of the following? |
| * Offering the proposed degree/certificate program at an off-campus location   + If yes, enter the proposed location - * Joint degree program   + If yes, enter the proposed partner institution - * Dual degree program   + If yes, enter the proposed partner school/program   Please note the definition of the above terms:  **Off-Campus Location**  **Additional location**. A domestic or international facility or location that is geographically apart from the main campus and at which the institution offers at least 50 percent of the requirements of an educational program.  **Other Instructional Site (OIS)**. Any off-campus site, other than those meeting the definition of a branch campus or an additional location, at which the institution offers one or more credit-bearing or title IV eligible courses.  **Joint Degree Program.** A degree offered by institutions or two units from the same institution together-—both units appear on a single diploma. (e.g., RU-Newark BA in Biology with NJIT )  **Dual Degree Program.** Two sequential or concurrent degrees cooperatively offered by two institutions or units at the same institution—with minimal amount of shared coursework. When degrees are at two different levels, the last year of the lower degree program often coincides with first year of the higher degree program. For example, JD/MBA, MD/PhD, MPP/MPH, BA/EdM – since most of these are internal between two RU units. |

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| **Comments**  Comments may include clarifying information for consideration during the 30-day comment period. |
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