***Data Collection Form for***

**Notice of Intent to Propose a**

**Change to an Existing Academic Program or Organization**

Rutgers, The State University of New Jersey

During the initial stages of requesting a change to an existing academic program or organization, chancellors or their designee must complete an institutional Notice of Intent (NOI) once preliminary approval has been granted for the proposed change 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 requested change. Rather, it allows academic leadership to provide feedback on the proposed change.

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

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| **Please select the action you are requesting (Select all that apply)** |
| Joint Degree Program (existing programs)  Dual Degree Program (existing programs)  Add New Partner to Degree Program  Solo to Joint Degree Program  Add Partner to Certificate Program  Degree Designation Change  Degree Nomenclature Change  Add/Modify/Remove Structure of Schools or Colleges  Add/Modify/Remove an Academic Department  Name Change of Department or Unit  School Mission Change  School Name Change  Add/Remove Other Instructional Site  Add/Remove Additional Location  Close a Degree Program  Close a Certificate Program |

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| **Name of Program/Action**  Enter the full name of the 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.  Enter the requested action (e.g., requesting a degree designation change of Master of Accounting (M.Acc.) to Master of Accountancy (M.Accy.) |
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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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| **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 the approval process. |
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| **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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| **Unit Primary Contact**  Indicate the name of the primary contact in the proposing unit responsible for coordinating the proposed change. This contact will serve as the unit liaison for institutional representatives during the approval process. |
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| **Unit Contact E-mail**  Indicate the e-mail address of the primary contact in the proposing unit responsible for coordinating the proposed change. 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 Change**  Enter the proposed semester in which the change will go into effect. (i.e., Fall 2023, Spring 2023, Summer 2023) |
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| **Summary**  Describe the purpose of the request. The summary should include, at a minimum, the following information.   * Rationale for the proposed change; * What you aim to accomplish through the proposed change; * If you are collaborating with another department within or outside of Rutgers; |
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| **Substantive Change (Middle States Commission on Higher Education)**  Will the proposed change 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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