

**RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY  
APPROVAL PROCESS**

[For additional information and LINKS to forms, please visit: https://academicaffairs.rutgers.edu/academic-program-organizational-approvals](https://academicaffairs.rutgers.edu/academic-program-organizational-approvals)

Academic Program Item Type	Level 1 (Preliminary Approval by Academic Unit and Other Units)				Level 2 (Application for Endorsement by Academic Unit)				Level 3 (Review by University Administration)				Level 4 (Approval by Board of Governors)		Notifications		Academic Program Item Type
	Chancellor/Provost Initial Review	Consultation Process for New Fully Online Degree Programs	Notice of Intent Required (NOI) (1)	Chancellor Led Units Notification	Request Form Required	Faculty(ies) Approval (2)	Dean(s) Approval	Chancellor(s)/Provost(s) Final Approval	MOU Required	OEVPAA Review	EVPAAP Approval	President Approval	Information Item	Action Item	Internal (3)	External (3)	
<b>DEGREE PROGRAMS (IN-PERSON)</b>																	
New Degree Program (in-person)	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	New Degree Program
Conversion of Option to Full Program (4)	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	Conversion of Option to Full Program (4)
Degree Designation Change	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Degree Designation Change
Degree Nomenclature Change	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Degree Nomenclature Change
Add/Remove Program Option/Track																	Add/Remove Program Option/Track
Add new option/track within existing program (with credit change)	NO	NO	NO	NO	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Add new option/track within existing program (with credit change)
Add new option/track within existing program (with NO change to credit requirements)	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	YES	NO	Add new option/track within existing program (with NO change to credit requirements)
Remove option/track from program	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	YES	NO	Remove option/track from program
Suspend Admissions to an Academic Degree Program	YES	NO	NO	NO	YES	YES	YES	YES	NO	YES	NO	NO	NO	NO	YES	NO	Suspend Admissions to an Academic Degree Program
Close a Degree Program	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	Close a Degree Program
<b>JOINT DEGREE PROGRAMS</b>																	
Joint Degree Program (existing programs) (5)	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Joint Degree Program (existing programs) (5)
Dual Degree Program (existing programs) (5)	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Dual Degree Program (existing programs) (5)
Add New Partner to Degree Program	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Add New Partner to Degree Program
Remove Partner from Degree Program	YES	NO	NO	NO	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Remove Partner from Degree Program
Solo to Joint Degree Program (existing programs)	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Solo to Joint Degree Program
Joint to Solo Degree Program (existing programs)	YES	NO	NO	NO	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Joint to Solo Degree Program
<b>CERTIFICATE PROGRAMS</b>																	
New Certificate Program (6)																	New Certificate Program (6)
Stand-alone Certificates	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Stand-alone Certificates
Internal Certificate	NO	NO	NO	NO	NO	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO?		Internal Certificate
Add Partner to Certificate Program	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	Add Partner to Certificate Program
Remove Partner from Certificate Program	YES	NO	NO	NO	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Remove Partner from Certificate Program
Close a Certificate Program	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Close a Certificate Program
Microcredentials and Digital Badges (7)	YES	NO	NO	NO	YES	YES	YES	YES	NO	NO	NO	NO	NO	NO	NO	NO	Microcredentials and Digital Badges (7)

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<b>ONLINE PROGRAMS (9)</b>																	
New Degree Program (online)	YES	YES	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	New Degree Program
Add new fully ONLINE option/track within existing program (with credit change)	NO	YES	NO	NO	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Add new ONLINE option/track within existing program (with credit change)
Add new ONLINE option/track within existing program (with NO change to credit requirements)	NO	YES	NO	NO	NO	YES	YES	YES	NO	YES	NO	NO	NO	NO	YES	YES	Add new ONLINE option/track within existing program (with NO change to credit requirements)
Remove ONLINE option/track from program	NO	NO	NO	NO	NO	YES	YES	YES	NO	YES	NO	NO	NO	NO	YES	YES	Remove ONLINE option/track from program
<b>OTHER ALTERATIONS</b>																	
Change to Credit Requirements	YES	NO	NO	NO	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	YES	Change to Credit Requirements
CIP Code Change	YES	NO	NO	NO	YES	YES	YES	YES	NO	YES	YES	NO	NO	NO	YES	YES	CIP Code Change
Add/Modify/Remove Structure of Schools or Colleges (8)	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	Add/Modify/Remove Structure of Schools or Colleges (8)
Add/Modify/Remove Academic Department	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	YES	NO	Add/Modify/Remove Academic Department
Name Change of Department or Unit	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	YES	NO	YES	NO	Name Change of Department or Unit
School Mission Change	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	YES	NO	School Mission Change
School Name Change	YES	NO	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	YES	YES	YES	School Name Change
Add/Remove Other Instructional Site	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	YES	YES	Add/Remove Other Instructional Site
Add/Remove Additional Location	YES	NO	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	NO	NO	YES	YES	Add/Remove Additional Location

There may be cases where mitigating circumstances require additional or alternate approvals. For questions, contact [academicplanning@oq.rutgers.edu](mailto:academicplanning@oq.rutgers.edu).

For additional information please visit the [Academic Program and Organization Approvals webpage](#).

**NOTES:**

- In some cases, preliminary notification may not be needed, but faculty, dean, or other approvals may still be required. Preliminary notification form (Notice of Intent to Propose a New Degree or Certificate Program) will include verification that the proposer had consulted/contacted the necessary units (e.g., libraries, counsel's office, DoCs if online program, etc.). [Links to the Notice of Intent Systems can be found on the Academic Program and Organizational Approvals webpage.](#)
- Nature of faculty approval may vary depending on academic program item type (e.g., curriculum review committee, microcredential review team, etc.). See appropriate school by-laws.
- Internal Notifications include the following as necessary: Registrar, Graduate Admissions, Undergraduate Admissions, OIT, University Communications & Marketing (Catalogs), Global (ISSS), DoCS, Chancellor/Provost's Office, OIRAP, Financial Aid, and Libraries. External Notifications include the following as necessary: MSCHS, OSHE, New Jersey State Department of Military and Veterans Affairs.
- When converting an existing option/track to a full program, the proposing department may request a waiver from the full process. In a waiver from the full process, review of the converted option/track by an external consultant is optional. Request for a waiver should be submitted to the Chancellor/Provost for review. [A Request for Waiver Converting an Option or Concentration to Full Program Status form can be found on the Academic Program and Organizational Approvals webpage.](#)
- [Types of Cooperative Academic Programs](#)
- [Stand-alone certificate programs](#) are certificates that may be earned and awarded outside of a degree program.  
  
[Internal certificates](#) are designed for students already admitted to and enrolled in a degree program. The certificate's credits are earned toward the degree program, and the certificate is granted to those in the degree program. However, if certificates within degree programs allow enrollment of both students enrolled in a degree program and students not enrolled in a degree program, then the approval process for stand-alone certificates applies.
- Each CLU has developed a microcredential and digital badge approval process. [Visit the Microcredentialing and Digital Badging website for more information, found under the "Digital Badge Creation Process" heading on the site.](#)
- University Senate approval required.
- New Online Degree Programs, including new fully online options/tracks, should follow the "Consultation Process for New Fully Online Degree Programs" facilitated by the Office of the EVPAAs. [Additional information on this process can be found on the Academic Program and Organizational Approvals webpage.](#)