Request to Move Existing In-Person Programs to Fully Online or Off-Site or

Add a New Fully Online or Off-Site Option/Track/Concentration to an Existing Degree Program

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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 the Executive Vice President for 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 Form to**

**Move Existing In-Person Program to Fully Online or Off-Site**

**or**

**Add a New Fully Online or Off-Site Option/Track/Concentration to an Existing Degree Program**

During the initial stages of a request to move an existing in-person program to fully online or off-site or add a new fully online or off-site option/track/concentration to an existing degree program, the chancellor or their designee must complete an institutional [Notice of Intent (NOI)](https://oirap.rutgers.edu/NOI-ProgramChanges/login.aspx?nextPage=https://oirap.rutgers.edu/NOI-ProgramChanges/default.aspx) once preliminary approval has been granted for the proposed change to move forward.

These program changes require initial approval from the requesting academic unit’s Faculty, Department Chair, Dean, and Chancellor. Following these approvals, these requests are submitted to the Executive Vice President for Academic Affairs (EVPAA) for final review and approval.

Units seeking to make these types of program changes should provide complete responses to the items in **bold text** below and submit the information to the Office of the EVPAA ([academicplanning@oq.rutgers.edu](mailto:academicplanning@oq.rutgers.edu)). Proposing units should delete the blue text upon entering responses. Please contact the Office of the EVPAA if you have any questions.

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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). |
| **Program Title** | Enter the full title of the program for which the change is being requested. |
| **Degree Designation** | Enter the designation of the degree program, such as Bachelor of Arts or Doctor of Philosophy. |
| **Proposed Effective Term of Change**  (e.g., Fall, 2025) | Enter the proposed semester and year in which the proposed change will become effective. |
| **Location** | Enter the physical location where the proposed degree program will be offered – Camden, Newark, New Brunswick (Piscataway), or an alternative off-campus location. For alternative off-campus locations, provide the name and address of the facility. For fully online programs, enter “N/A.” |
| **Primary Contact (Name)** | Enter the name of the primary contact in the proposing unit responsible for coordinating the requested change. |
| **Primary Contact (E-mail)** | Enter the e-mail address of the primary contact in the proposing unit responsible for coordinating requested change. |
| **Primary Contact (Telephone)** | Enter the telephone number of the primary contact in the proposing unit responsible for coordinating requested change. |
| **Date of Submission** | Enter the date you are submitting this request. |

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| **Select Proposed Item/Action** |
| ☐ Move an option/track/concentration within existing program from in-person to **fully online**  Move an option/track/concentration within existing program to an **off-site location**  ☐ Move an existing degree program from in-person to **fully online**  Move an existing degree program to an **off-site location**  ☐ Move an existing stand-alone certificate program from in-person to **fully online**  Move an existing stand-alone certificate program to an **off-site location**  ☐ Add a new fully online or off-site option/track/concentration to an existing degree program |

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| **Please provide the rationale for the change.** |
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| **For existing programs, discuss related curricular revisions or program changes, if any, and relevant plans. *Please note that if there is a proposed change to the program credit requirements,*** [*the change to credit requirements*](https://academicaffairs.rutgers.edu/academic-program-organizational-approvals)***approval process should be followed.*** |
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| **For a new online or off-site option/track/concentration, attach a list of courses (required and electives).** |
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| **Explain the impact (if any) the change will have on current students in the program.** |
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| **Indicate if there are similar (i.e., at the same degree level and in the same or similar academic discipline(s)) in-person or online programs already in existence at Rutgers. If applicable, please provide a full list of the existing online or in-person programs.** |
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| **Please provide information relevant to differentiation of the proposed program to the existing online or in-person program(s) listed above. Examples include:**  Evidence of relevant relationship between the proposed program and a documented area of academic excellence in the proposing CLU(s);  Evidence of significant instructional differentiation from currently offered programs at the same degree level and in the same or similar academic discipline(s) at Rutgers;  Evidence of projected student population differentiation from currently offered programs at the same degree level and in the same or similar academic discipline(s) at Rutgers;  Evidence of student and community demand at the institution and in the region for the program, including, but not limited to, student and faculty surveys, enrollment trends, and documented capacity constraints within currently offered program(s) at the same degree level in the same or similar academic discipline(s) at Rutgers;  Evidence of projected sustainable cost savings for students compared with the cost of currently offered programs at the same degree level and in the same or similar academic discipline(s) at Rutgers;  Other considerations. |
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| **Proposed Program Location(s)**  Please provide the location(s) (name and address) where the proposed program will be delivered. Please state if the proposed program will be offered off-campus. If full online delivery is planned, please indicate “N/A.”  NOTE: Upon approval by the EVPAA, the university’s accreditation liaison officer (ALO) will submit the appropriate substantive change request (for an “additional location”) or notification (for an “other instructional site”) to MSCHE. The requesting unit should consult with the ALO as early as possible in the process to ensure that the required paperwork for MSCHE is completed in a timely manner. Contact the university’s current ALO, Associate Vice President for Academic Assessment & Accreditation, [Michele Moser Deegan](mailto:mdd184@oq.rutgers.edu), for guidance or answers to any questions regarding the addition of new locations, removal of existing locations, or related matters. |
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| **Responses to comments from CLUs.**  As noted above, during the initial stages of this request, the chancellor or their designee must complete a Notice of Intent (NOI). Upon submission, the NOI initiated a 30-day comment period during which chancellors’ offices may submit comments/feedback to the requesting unit. The requesting unit should attach any comments received from CLUs as well as responses to those comments. If a CLU objects to the proposed program change, include the outcome of any discussions that occurred between the CLUs and whether the objection has been withdrawn. If no comments were received, please enter “N/A.” |
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**Signatures of Approval Date**

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Department Chair

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean

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Chancellor or Provost

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 Office Use Only:**

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| **Review by the Office of the Executive Vice President for Academic Affairs:** |
| Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Approval/acceptance by EVPAA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BOG submission/approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  OSHE notification: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |