



NEW DEGREE AND NON-DEGREE PROGRAM PROPOSAL LETTER OF INTENT (LOI)

The Letter of Intent (LOI) template details the information requested by the Office of the Chancellor-Provost, New Brunswick for a preliminary review of proposals for new degree programs and non-degree certificate programs. Included in the LOI is a description of the proposed program, the program objectives and students served as well as anticipated resources and associated cost of the proposed program. Please forward the completed LOI to Sandra Tomlinson-Clarke, Vice Provost of Academic Affairs (sandra.tomlinson-clark@rutgers.edu).

1. Program Abstract



- *What is the proposed title of the program?*
- *Describe the program, purpose and goals and major objectives.*
- *What is the rationale?*
- *Who is the intended audience?*
- *What is the academic level (undergraduate, graduate, degree, nondegree)?*
- *Total number of credits required?*
- *Admissions criteria (include any pre-requisites for admission)*

2. Proposed Program Scope and Relevance



- *In what ways does the proposed program support the mission and vision of Rutgers New Brunswick?*
- *What academic units are involved?*
- *What non-academic units are involved?*



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3. Proposed Program Design



- *Proposed courses and proposed program design (include any existing courses or new courses that will be part of the proposed program)*
- *Admissions criteria (include any pre-requisites or requirements for admission)*
- *Number of credits required to complete the proposed program*
- *Anticipated start date (should be at least 9 months prior to submission of LOI)*
____/____/____
- *Program format _____in-person _____online _____hybrid (check all that apply)*

4. Need for the Proposed Program



- *Evidence supporting program need*
- *Competing programs in New Brunswick or at other Rutgers Chancellor-Led Units (CLUs; Newark and Camden)*
- *Competing programs in the State or local region?*

Projected Enrollments	Year 1	Year 2	Year 3	Year 4
Full-time Students				
Part-time Students				
Projected Tuition Revenue				

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5. Assessment Plan



- Describe plan to assess student learning outcomes
- Describe plan to assess program success for continuous improvement

6. Anticipated Resources and Program Impact



- List funding sources to support the program
- Impact on faculty workload
- Will this proposed program require new faculty hires? _____yes _____no

	Year 1	Year 2	Year 3	Year 4
	Cost \$	Cost \$	Cost \$	Cost \$
Faculty Lines (TT, T, NTT, PTL)				



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Preliminary Review of Proposed Program Approval

Name	Title	Date

Approved By	Date	Approved By	Date
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