

<b>Section:</b>	II.1.16	
<b>Title:</b>	Degree Program Approval Process	
<b>Effective Date:</b>	July 10, 2018	
<b>Approved By:</b>	Board of Trustees	
<b>Responsible Unit:</b>	Academic Affairs (609) 771-3080; <a href="mailto:academic@tcnj.edu">academic@tcnj.edu</a>	
<b>Related Documents:</b>	<ul style="list-style-type: none"> <li>Academic Issues Committee Manual of the New Jersey Presidents' Council</li> </ul>	
<b>History:</b>		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
4.0	July 10, 2018	Revised
3.0	July 5, 2016	Revised
2.0	February, 2009	Revised
1.0	June, 1995	New policy; Initial Release

## I. INTRODUCTION

All new degree programs at the College of New Jersey must go through a series of internal and external review and approval processes before the new program can be implemented and marketed to potential students. This policy outlines the steps an academic unit must take in the degree program approval process.

## II. DEFINITIONS

"Degree Program" refers to any program of study leading to the awarding of an academic degree, such as a baccalaureate degree or a master's degree. Other academic programs of study, such as certificate programs, are not considered degree programs and are covered by separate policies.

## III. POLICY

### Step 1: Initial Program Proposal

New program proposals begin in an academic unit of the campus, defined to be an academic department, school, or other faculty-led entity housed within the division of Academic Affairs. The academic unit developing the proposal will agree to house the program if it is approved. The academic unit proposing a new program should develop a rationale and obtain pertinent statistics substantiating the need and demand for the program as part of the initial

program proposal.

### Step 2: Review

The president, the provost, and CSPP review the initial proposal and consider whether the proposal is consistent with the College's mission and strategic plan. The president and provost make a preliminary recommendation, taking into account the recommendation of CSPP. Approval of the initial proposal signals the academic unit to begin a more thorough development of the proposal. As the program proposal is developed, the president and provost will share information on its development with the Board of Trustees.

### Step 3: Program Development

The academic unit develops a proposal that includes the philosophy and concept of the program with emphasis on indicating how the program is consonant with the mission of the College. An outline of the curriculum will be developed which will include indicators of quality. The proposal also will include a thorough study of needed resources and consultation with the units responsible for these resources. The academic unit developing the proposal will follow the guidelines found in the Academic Issues Committee Manual of the New Jersey Presidents' Council, and include the following sections: program objectives; assessment plan; relationship of the program to the institutional strategic plan and its effect on other programs; need for the program; anticipated student enrollments; program resources; and degree requirements. Proposals for undergraduate degree programs will include all academic requirements (such as Liberal Learning and School requirements).

**Note:** Steps 4 and 5 (below) may be conducted simultaneously or in reverse order, depending on the needs and availability of the proposing unit, outside consultant, and relevant governance entities. However, if major revisions (as determined by the dean) are made in response to feedback in either Step 4 or 5, the proposing unit must share the revised proposal with the reviewing entity from the other step, and that entity must provide approval or feedback on those revisions.

### Step 4: Outside Consultation

An outside consultant will be appointed by the provost, in consultation with the proposing unit, and in accordance with TCNJ and Academic Issues Committee consultant selection criteria, to review the proposal for its quality and the appropriateness of resources for supporting a nationally-recognized quality

program. The consultant will visit the campus. The consultant review will include detailed and substantive information and be written according to the guidelines found in the Academic Issues Committee Manual of the New Jersey Presidents' Council, with the following sections: objectives; need; educational programs; students; faculty; support personnel; finances; physical facilities; library; computer facilities; administration; and evaluation. Following receipt of the consultant's report, the proposing unit will revise the proposal as needed and prepare an institutional response to the consultant report. The revised proposal, the consultant report, and the institutional response to the consultant report are sent to the president, the provost and the dean for review and approval.

#### Step 5: School Curriculum Committee and College Governance

The revised proposal is submitted by the dean to the appropriate school-based curriculum committee for approval. If recommended by the curriculum committee, the proposal is submitted by the dean for recommendation through the College's governance process. All programs involving teacher education and preparation must be reviewed by the Teacher Education Council (TEC). All graduate programs must be reviewed by the Graduate Studies Council (GSC). The recommendations of the Councils must be forwarded to the Steering Committee, which will then charge the Committee on Academic Programs (CAP) to review and recommend. The final recommendation should indicate concurrence or non-concurrence with the proposal.

#### Step 6: Mission Fulfillment Committee of the Board of Trustees

If the program is recommended by the College's governance structure, the president or provost submits it to the Mission Fulfillment Committee of the Board of Trustees. This committee is provided with the full program proposal, the consultant report, and the institutional response to the consultant report.

#### Step 7: Board of Trustees' Approval

The Mission Fulfillment Committee of the Board of Trustees recommends the program proposal to the full Board of Trustees for final approval.

#### Step 8: Program Announcement

A program announcement is circulated to the New Jersey higher education community. If objections are raised, efforts may be made to resolve them.

### Step 9: Academic Issues Committee of the New Jersey Presidents' Council

The College sends the following to the Academic Issues Committee of the New Jersey Presidents' Council for its review: the program announcement; responses to the program announcement from other New Jersey institutions; consultant CV; consultant report; the institutional response to the consultant report; and the Board of Trustees' resolution. Submission deadlines and meeting dates are listed in the Academic Issues Committee manual.

### Step 10: New Jersey Presidents' Council

The Academic Issues Committee recommends the new program to the New Jersey Presidents' Council. If the New Jersey Presidents' Council agrees with this recommendation, it will send the institution a resolution regarding the new program. If there is a concern, the proposal may be sent to the Secretary of Higher Education for further review.

In any and every instance of non-approval or non-concurrence there must be reasons provided in writing for such decisions.