**From:** Senate   
**Sent:** Monday, October 28, 2019 8:51 AM  
**To:** Senate <[Senate@njcu.edu](mailto:Senate@njcu.edu)>; Faculty <[Faculty@Njcu.Edu](mailto:Faculty@Njcu.Edu)>  
**Cc:** Christopher Shamburg <[cshamburg@njcu.edu](mailto:cshamburg@njcu.edu)>  
**Subject:** POLICY FOR PROGRAM CHANGES   
**Importance:** High

[cid:image002.png@01D59FBC.0AA17880](http://www.njcu.edu/)

**M E M O R A N D U M**

**University Senate**

**Professional Studies Building, 203A rm. 3; Extension 3459**

**TO:**                University Senate Senators and Faculty

**DATE:** Monday, 28 October 2019

**FROM:**          Ms. Donna Piscopo, University Senate Office

**On behalf of Dr. Christopher Shamburg, University Senate President**

**SUBJECT:**     **Policy for Program Changes**

Dear Senators and Faculty,

**This item involves the procedures for program approval. Please review and send feedback to the Senate Office.**

At the University Senate meeting on Monday March 21, 2016, a resolution was presented and unanimously approved to clarity the Senate Procedure for Review of Proposals for Revision of Existing Programs.  To re-initiate this process, I’d like to share with you a draft of policy for Substantive and Limited Program Changes.   Please review with your department or constituents and provide feedback to the Senate office by November 15th.   The SEC will review and incorporate the feedback and submit an updated draft for amendment and vote at the November Senate meeting.

**Approval Procedures for Substantive and Limited Program Changes (Draft)**

**Substantive Program Changes**

Proposals for substantive program changes require approval by the Department(s), Senate Curriculum and Instruction committee or the Graduate Studies Committee, the Planning, Development and Budget Committee, the entire Senate, then the Provost.

**Limited Program Changes**

Limited Changes Require Approval from the Department and the full Senate before moving to the Provost.

**Substantive changes in programs include:**

Program revisions with more than 15% or more of their credits changing

Changes of less than 15% if courses are not approved

**Limited changes in programs include:**

·      Nomenclature (particularly in titles and course descriptions)

·      Changes based on approved course changes (e.g. changes in the name, level, prerequisites of a course in the program).

·      Changes (15% or less of the credits of the entire program (in a 5-year period).

·      No consequential changes to budget

·      Changes in prerequisites (requires notification of any affected department)

**Original Resolution:**

**New Jersey City University Resolution to Clarify the Senate Procedure for Review of Proposals for Revision of Existing Programs**

**WHEREAS:** From time to time, curricular changes are made to previously approved existing graduate and undergraduate degrees, majors, minors, certificate programs, developmental programs, honors programs, and other similar programs ("programs");

**WHEREAS:** Proposals for substantive curricular changes to programs require review by the

University Senate;

**WHEREAS:** In the past, curricular changes to programs have been reviewed by the Senate;

**WHEREAS:** The majority but not all of these changes to programs have been substantive;

**RESOLVED:** That the Senate calls upon the Curriculum and Instruction Committee and the

Graduate Studies Committee to draft and jointly propose to the Senate:

1. A formal written procedure and corresponding form(s), for submission of proposals for substantive curricular revision of existing (previously approved) programs; the procedure/forms) shall include the following (among other possible items):
2. the individuals, departments, committees, academic administrators, and others who need to approve the proposed program changes;
3. the effective date of approved program changes;
4. all sections of the previously approved (existing) program document that would remain unchanged;
5. all proposed revisions with appropriate rationales.
6. a list of the types of changes that are required to be processed and reviewed by the Senate (e.g., changes to total credits, new/substitute courses, changes to program titles, etc.);
7. a list of the types of changes that are not required to be processed and reviewed by the Senate (e.g. changes to course descriptions or course titles, etc.);

**March 21, 2016**