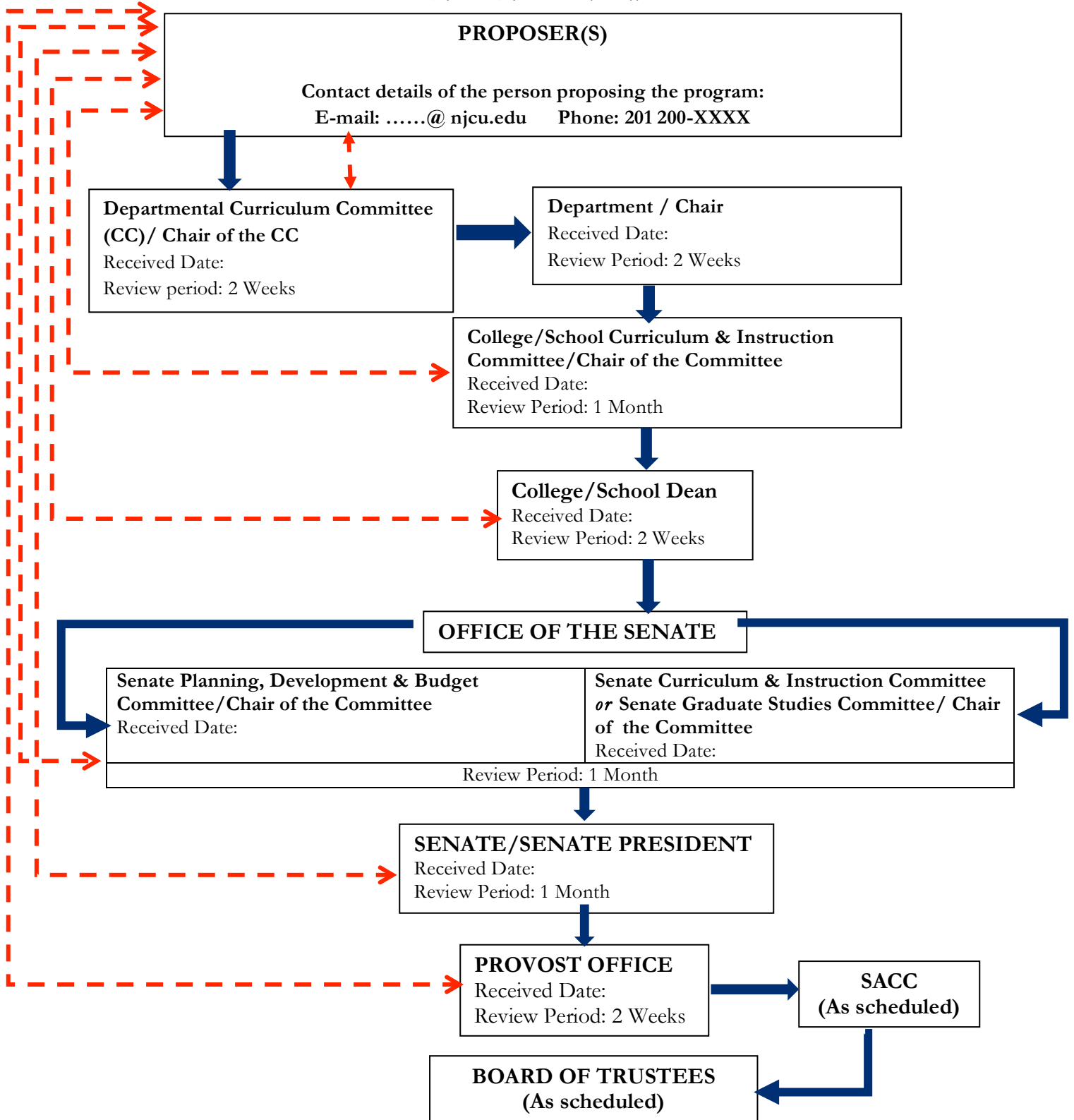


NEW APPROVAL PROCEDURES FOR ACADEMIC DEGREE PROGRAMS

INTERNAL REVIEW



Explanations:

- **Dark Blue (Thick, Solid line): Moving Forward**
- **Red (Thin, Dashed line): Returned for Comments and Modifications**
- **Modified version will be returned to the corresponding level**



New Approval Procedures for Academic Degree Programs, Internal Review

CHECKLIST * *electronic workflow is in progress*

REVIEWER		Received DATE	Comments with Notification DATE	PROPOSER	
Department Curriculum Committee			<ul style="list-style-type: none"> • Accepted as is • Modifications <ul style="list-style-type: none"> ○ Minor revision ○ Major Revision DATE:	Received DATE:	Resubmission DATE
Department / Chair			<ul style="list-style-type: none"> • Accepted as is • Modifications <ul style="list-style-type: none"> ○ Minor revision ○ Major Revision DATE:	DATE:	Resubmission DATE
College/School Curriculum & Instruction Committee			<ul style="list-style-type: none"> • Accepted as is • Modifications <ul style="list-style-type: none"> ○ Minor revision ○ Major Revision DATE:	DATE:	Resubmission DATE
College/School Dean			<ul style="list-style-type: none"> • Accepted as is • Modifications <ul style="list-style-type: none"> ○ Minor revision ○ Major Revision DATE:	DATE:	Resubmission DATE
Concurrent Submissions	Senate Planning, Development and Budget Committee		<ul style="list-style-type: none"> • Accepted as is • Modifications <ul style="list-style-type: none"> ○ Minor revision ○ Major Revision DATE:	DATE:	Resubmission DATE
	Senate Curriculum & Instruction Committee / Graduate Studies Committee		<ul style="list-style-type: none"> • Accepted as is • Modifications <ul style="list-style-type: none"> ○ Minor revision ○ Major Revision DATE:	DATE:	Resubmission DATE
Senate President			<ul style="list-style-type: none"> • Accepted as is • Modifications <ul style="list-style-type: none"> ○ Minor revision ○ Major Revision DATE:	DATE:	Resubmission DATE
Provost Office			<ul style="list-style-type: none"> • Accepted as is • Modifications <ul style="list-style-type: none"> ○ Minor revision ○ Major Revision DATE:	DATE:	Resubmission DATE

Explanations:

- Minor revisions are returned to the chair of the corresponding committee for review
- Major revisions are returned to the corresponding committee for review

Senate Approved: February 12, 2018; SACC Approved: March 28, 2018



Instructions with Further Explanations

The attached flowchart and checklist were developed as part of the new approval procedures for academic degree programs. These guidelines summarize the necessary steps and provide an expected timeline. The flowchart is color-coded: the **dark blue (thick, solid)** lines represent a proposal moving forward, while the thin red arrows (**dashed lines**) depict comments and modifications.

The checklist will ensure that proposer(s) and relevant committees keep track of submitted proposals. Proposer(s) and committee chairs are expected to acknowledge the received dates, while proposer(s) are asked to record resubmission dates. Modified proposals are expected to be returned to the levels at which requests for modifications are made.

Once proposals are reviewed, committees should provide any necessary feedback to the proposer(s). Proposals may be “accepted as is” and move forward to the next step. If a proposal is “accepted with minor revisions,” then the revised version of the proposal will be re-examined by the relevant committee chair. If a proposal is returned for “major revisions,” then it will be re-examined by the relevant committee.

All approving parties will be notified and receive a copy of the revised proposal if significant changes are made after approval at a given level.

The clock on the expected timeline will stop during summer and winter breaks.

The chair’s signature indicates that majority of the department has approved the proposal.

The committee must, within the specified timeframe, approve a program or return the program for comments or modification. In such case, timelines shall be binding. However, a committee chair may ask for a one-time extension (for two weeks). The reasons for not completing the review process within a specified timeframe should be elaborated upon clearly by a committee chair. Required approval for an extension can be granted by the President of the University Senate or Senate Liaison of the Office of the Provost. The deadlines are binding, and this process applies to all undergraduate and all graduate degree programs which are not yet approved.

As approved by the University Senate April 12, 2010 (and then approved by SACC February 2011), program proposer(s) must adhere to the structure outlined in the current Academic Issues Committee Manual of the NJ Presidents’ Council (<http://njpc.org/>).

