**Proposal for an Accelerated Dual Degree Program**

**Presented to the New Jersey City University Senate**

**Ad Hoc Committee Members:**

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**Part I. Introduction/Senate Charge**

Motion for Ad Hoc Committee on Accelerated Dual Degree Programs

The Senate calls for the formation of an Ad Hoc Committee on programs that combine undergraduate and graduate degrees. This committee will research and recommend guidelines and processes for the development and approval of such Accelerated Programs. This committee will consist of faculty members from every college, professional staff, and a student representative. The committee will report to the Senate. Their work should be completed by the March 2020 Senate meeting.

Purpose of the Proposal for Accelerated Dual Degree Programs at New Jersey City University

Many professional opportunities for college graduates prefer or require an advanced degree in today’s competitive market. Graduates of a New Jersey City University Accelerated Dual Degree Program would have the knowledge and skills to start their careers more quickly and considered for advanced employment positions. For qualified students, Accelerated Dual Degree Programs save the cost and study time of graduate admission tests, application fees, and additional courses. The Accelerated Program is designed to motivate academically qualified undergraduates with a streamlined process to pursue a Master’s degree in less time (4+1 years) than it would normally take to complete each degree separately.

The committee recommends that no more than 9 credits or 25%, whichever is less, of the graduate program consist of shared courses, that is, graduate courses that are used to fulfill the requirements of both the graduate and undergraduate degree. In addition, the committee recommends that departments that feel a need to allow for a greater number of shared credits, the department will have an opportunity to submit a justification explaining the exemption from the recommended cap of shared graduate courses.

Definition of Accelerated Dual Degree Programs

An Accelerated Dual Degree Program is an academic program that is structured to make it possible for students to complete a combined bachelor’s and master’s degree within five years. To achieve this outcome, Accelerated Dual Degree Programs use a variety of program design models.Each model provides for an expeditious completion of the bachelor’s and master’s degree.

These programs may also arrange for students to complete the full credit load of a bachelor’s degree, 120 credits, and the full credit load of a master’s degree by allowing the student to take an optimum number of credits during the summer and winter sessions. These models may reduce the amount of time and/or the number of credits needed to obtain the combined bachelor’s and master’s degrees.

**Part II. Approval Processes for New Accelerated Dual Degree Programs**

The following program approval processes are required for new Accelerated Dual Degree Programs with dual degree offerings. New Accelerated Dual Degree Programs combine existing NJCU undergraduate/graduate programs or create entirely new degree programs.

New Accelerated Program Bachelors/Masters Dual Degree offering

1. **Internal Approval Process for Program Offering**:

**Platform**: NJCU Course Instruction Management (CIM)

**Approval Process**: Senate procedures for approval of academic degree programs.

*Senate forms and procedure*: <https://www.njcu.edu/directories/offices-centers/university-senate/forms>

*Senate flow chart for New Programs*: <https://www.njcu.edu/sites/default/files/pdfs/new_approval_procedures_for_academic_degree_programs_sacc_aprvd_3-2018.pdf>

Departments should prepare and submit proposals for new Accelerated Dual Degree Programs with dual degree offerings using CIM, NJCU’s online system for processing and approval of institution program proposals which follows the approval process delineated by the University Senate.

1. **External Approval Process for Program Offering**:

**External Guidelines**: Academic Issues Committee (AIC).

Proposals for new Accelerated Dual Degree Programs with components for a dual degree offering will adhere to the guidelines for program proposals outlined in the New Jersey Academic Issues Committee (AIC) manual.

Note: The AIC Manual is periodically updated check the latest edition: <https://njpc.org/documents/aic-manual-2018-19-3/view>

Accelerated Dual Degree Programs Not Requiring Approval

Accelerated Dual Degree Programs currently offered at NJCU in the undergraduate and/or graduate catalogues are grandfathered and therefore are not required to undergo the procedures outlined in this proposal.

Approved, existing NJCU programs, in which students complete all 120 undergraduate credits and 30+ graduate credits in a reduced time frame would not need approval. Such as; the number of weeks in a semester may be reduced but overall credit requirement is maintained, e.g., tri-semester schedule, 5 week summer, winter sessions or continuous sessions throughout the year. These Accelerated Dual Degree Programs do not need to go through the approval process because there are no program changes, only scheduling changes.

**Part III. Student Guidelines**

Admission Requirements

At a minimum, applicants for Accelerated Dual Degree Programs must meet all admission requirements stated in the most recent New Jersey University Undergraduate and Graduate catalogues.

Each Department will identify and outline the specific requirements, timelines and criteria for application to the Accelerated Dual Degree Program. The following criteria may be considered for student admission: The committee offers these as research from other colleges/universities and NJCU departments.

1. Application Requirements:
* Letters of Recommendations (2 or more)
* Updated Resume
* Essay or Writing Sample (as determined by program)
* Application Fees (where applicable)
* Interview / review of application with program designee (Graduate Coordinator, Chair, Director or Dean)
1. Admission and Academic Qualifications:
* Application / Entry Point: Department will clearly define a timeline / entry point, at which the student may matriculate and transition into the program.
	+ Example: Junior / Senior Year and / or required credits to be completed.
* Standardized Qualifying Exams: GRE, GMATS etc. (as identified by department)
* GPA in major area of study (3.0 or higher) for admission into program and GPA requirement and other academic qualifications to be clearly identified by department for admission and program continuation.
* Completion of coursework requirements as advised by department.
1. Acceptance / Eligibility Review:
* Review of completed applications and student qualifications for approval process and admission into the program will be conducted by program designee (Graduate Coordinator, Chair, Director or Dean) as appointed by department.

**Part IV. Resources Consulted**

The Committee used a variety of resources to develop the proposed policies and procedures, including:

* Proposal Draft for 500 Level Course Resolution Policy (provided by NJCU senate)
* Resolution for Updating the University’s Course Numbering System (provided by senate)
* programs currently available at NJCU, including admission requirements, student enrollment, GPA, graduation rate
* Columbia University’s Accelerated Program Guidelines <http://bulletin.columbia.edu/columbia-college/special-programs/#dualjointdegreeprogramstext>
* Programs available at other universities (Please refer to attached Excel Spreadsheet)
* Academics Issues Committee Manual, New Jersey Presidents’ Council <https://njpc.org/documents/aic-manual-2018-19-3/view>