

CAP's Final Recommendation on Bulletin Year for Changes of Major Policy

TO: Steering Committee

From: Committee on Academic Programs

RE: Final Recommendation on Bulletin Year for Changes of Major

Date: May 15, 2017

Background:

In February 2017 CAP received a charge from the Steering Committee to review the Bulletin Year for Change of Major Policy and update if necessary. According to TCNJ Policy, all campus policies should be reviewed every five years and this policy had not been reviewed since 1990. If any changes to the policy were solely to bring the policy in line with current practice, no testimony was required.

Rationale for Changes:

This policy has not been updated since 1990, prior to Records and Registration introducing academic records tracked in PAWS. Academic requirements are updated each year prior to freshman matriculation. As such, any Change of Major automatically references the current year's bulletin. This is in line with the existing policy.

Reference to EOF students and Open option students was removed as current bulletin requirements are applied for these students automatically through their academic requirements in PAWS.

The procedure section was removed as it no longer reflects current practice. The change of major form does not capture information pertaining to the bulletin of record nor is it needed by Records and Registration. Additionally, a control sheet is not provided to the students since the official record is maintained in PAWS.

Following the above changes, the only remaining content of the policy stated that the bulletin of record for students that change majors is that for the year in which the major change is approved and an exception for course sequencing issue.

It was noted that there is no other policy that governs the Bulletin Year of Record. Therefore, it is recommended that the Bulletin for Change of Major Policy be broadened to address the Bulletin Year of Record generally and that the policy name be modified to reflect this additional scope.

Final Recommendation:

After discussion, CAP approved the attached policy to replace the current Bulletin Year for Changes of Major Policy. As the changes outlined above merely bring the policy in line with current practice, CAP did not seek testimony on this recommendation.

Section:	II.1.6
Title:	Undergraduate Bulletin Year of Record
Effective Date:	<Update>
Approved By:	<Update>
Responsible Unit:	Academic Affairs
History:	
Related Documents:	

I. INTRODUCTION

This document defines the Undergraduate Bulletin year of record that governs academic degree requirements for undergraduate students.

II. DEFINITIONS

N/A

III. POLICY

1. Degree requirements for entering students and non-matriculated students who are admitted to degree candidacy are governed by the Undergraduate Bulletin in effect at the time they matriculate at the College.
2. Degree requirements for students adding a major or minor are governed by the Undergraduate Bulletin in effect at the time the addition is approved.
3. Degree requirements for matriculated students changing their major, are governed by the requirements for the new major set out in the Bulletin for the year in which the change of major takes effect.
4. Students returning to the College after an absence of two consecutive semesters (not including summer) follow the requirements in effect at the time of their return.
5. Exception to this policy:
 - a. If course sequencing problems arise, the department chair of the new major may indicate that the change of major is effective under the provisions of an earlier Bulletin.
 - b. Students in programs for professional certification should consult with their advisors for specific requirements.
 - c. Curricular changes approved through school governance procedures may alter the

bulletin of record for current students. Affected students must be notified at the time of approval.

IV. RELATED DOCUMENTS

N/A