## The College of New Jersey

## New Degree Program Approval Process Cover Page

Directions: Complete this cover page at Step 5 in the Degree Program Approval Process policy (https://policies.tcnj.edu/?p=215) before sending the proposal to the Steering Committee. Submit as a packet the following documents to the co-chairs of the Steering Committee via email: a cover memo from the dean; this cover page; the degree program proposal; and any additional attachments. The Steering Committee will then forward these materials to the Committee on Academic Programs (CAP) for review. Note: the materials for proposed graduate programs should include documentation of review and recommendation by the Graduate Studies Council, and the materials for proposed teacher education programs should include documentation of review and recommendation by the Teacher Education Council.

Degree Program Title and Designation:			
Home School:			
Home Department:			
Contact Person for Information about this I	Proposal:		
Proposed Semester/Year for Program to Be	egin:		
Briefly describe the proposed program. If a program.	applicable, list other de	epartments and schools with courses included in the	
Attach the most current version of the com	plete proposal. The sign	natures below indicate approval of the attached propos	al
	_		
Department Chair	Date		
School Curriculum Committee Chair	Date		
Dean	 Date		

For undergraduate degree proposals, incluproposed curriculum meets the Liberal Le	_	_		ning indicating that the	
Associate Provost for Curriculum and Liberal Learning		Date	Date		
For graduate degree proposals, include a	signature indicatin	g consultation with t	he vice provost/do	ean of graduate studies.	
Vice Provost and Dean of Graduate Studi	ies	Date			
For all degree proposals, include a signat necessary library resources:	ure indicating cons	sultation with the Dea	an of the Library a	about existing and	
Dean of the Library		Date			
Complete this section if the proposal incl such as, but not limited to, increases or do of affected units and deans of affected scl proposing unit has responded to this feed should attach a description of their conce	ecreases in enrollm hools have had the back. If any affects	nent. The signatures lead opportunity to offer ed units have remain	below indicate that feedback on the p ing concerns after	at the department chairs proposal and that the	
Department Chair	Date				
	Date		-		
	Date				
Dean	Date				
	Date				
	 Date		-		

Final Steps in the Approval Process

Consultation with Affected Units:

After review through college governance, the Steering Committee will forward CAP's recommendation to the provost and president, who will submit the proposal to the Board of Trustees for review and approval. Before a new degree program may be implemented, it must be reviewed by the Academic Issues Committee of the New Jersey Presidents' Council and approved by the New Jersey Presidents' Council.