

Degree Program Approval Checklist¹ (for new programs only)

Proposal Content – Proposal includes the following:

- [Degree Program Proposal cover sheet](#)
- An academic unit to house the program
- Description of the program with:
 - rationale, need, and demand
 - how it is consistent with the mission of the College
 - philosophy and concept of the program
- Curriculum outline
 - Lists all academic requirements (such as The College Core and School requirements)
 - Lists indicators of quality
- Study of required resources
- Follows the [Academic Issues Committee Manual](#) and includes information on:
 - academic quality
 - labor market demand
 - duplication with comparable state programs
 - demand for additional state resources
- [Standards for New Academic Degree Programs form](#) (see [NJPC](#) for more information)
- Consultant Report (if available; otherwise must complete after CAP approval. Significant program changes require CAP review.)
- Institutional Response to the Consultant Report (see above)
- No units affected by the proposal were overlooked. (If this program impacts other units, all the pertinent stakeholders have provided input or been notified of that proposal.)

Degree Structure (select one)

- Baccalaureate Degree
 - Consists of a minimum of 30 course units (120 credits)
 - Consists of 8-15 courses within a department
 - Includes up to 5 correlate courses
 - Includes a designated capstone experience.
- Master's Degree
 - Consists of 30-60 credits
 - Includes a culminating experience

¹Adapted from the following policies:

[Degree Program Approval Process](#), Effective 3/3/2023

[Types of Undergraduate Academic Programs Defined](#), Effective 12/3/2024

[Graduate Admissions](#), Effective 1/30/2024

[Graduate Comprehensive Exams and Other Culminating Experiences](#), Effective 7/26/2023

Adherence to the Approval Process

- Pre-proposal has been reviewed by and received preliminary recommendation from president, provost, and CSPP.
- Proposal has been reviewed by an outside consultant (before or after CAP review).
- Proposal has been reviewed and approved by the school curriculum committee of the home department or unit.
- Proposal has been reviewed by the Teacher Education Council (TEC) (if applicable, i.e., involves preparation for teaching licensure).
- Proposal has been shared with affected units across campus (e.g., College Core, Admissions, etc.).

CAP Approval

- Vote to indicate concurrent or non-concurrence.
- Prepare a final recommendation to Steering.