

## Committee on Academic Programs and Planning

### Guidelines for proposing a New Concentration (Track, Option, Certificate or Minor) for an existing degree program

Please read this section of Stockton's procedure, and then customize the New Option Proposal template (below). Please note that you must continue updating the proposal with information from the first program faculty meeting, all the way to the Faculty Senate meeting.

You may begin announcing and offering the new option to students when the Provost's Office sends the completed proposal and attachments to the Academic Issues Committee (AIC) of the New Jersey President's Council.

*From Stockton University Procedure #2040: Life Cycle of Degree Programs*

## **II. Obtaining Approval of New or Expanded Academic Programs**

### **B. Program Approval Process**

Occasional changes in specialized fields may also necessitate a change from an interdisciplinary minor or program to a newly-adopted or more specialized/focused program.

1. Academic Programs and Planning Committee Approval: All faculty proposing new programs will use the proposal development materials found on the web site for the Academic Programs and Planning Committee (APPC) of the Faculty Senate. These materials include the New Jersey state program approval process through its Academic Issues Committee (AIC) of the President's Council. The faculty will submit the proposal to the APPC, who will provide feedback to the faculty until the proposal meets the criteria for approval at the next level.
2. Faculty Senate and Provost Council Approval: Every new program requires both faculty member(s) and an administrative lead to navigate the proposal between existing Faculty Senate and Provost's Council parallel internal shared governance structures. These parallel processes ensure full consideration, feedback and consultation from all affected parties. Consultation continues until both Faculty Senate and Provost's Council communicate their decision to the Provost.
3. Provost Approval: In the case of new concentrations or minors, or concentrations promoted to minors where the College already offers a program in that instructional area as defined by Classification of Instructional Program (CIP) code, final internal approval culminates with the Provost notifying the Board of Trustees Academic Affairs and Planning Committee, all internal administrative offices impacted by the change, and the Office of Institutional Research. The Provost will then notify the Department of Higher Education of the change. In the case of a new degree program (CIP code) or level, the Provost's office will send a Program Announcement to the New Jersey President's Council, as outlined in the AIC procedures.

Proposal Template for a New Concentration (Track, Option, or Minor)  
for an existing degree program  
with the same Classification of Instruction Programs (CIP) Code

Full Name of Current Program:

Stockton Program Acronym:

Degree/level of Current Program (BA, BS, MA, MS, MBA, DPT, etc.):

CIP Code:

Name(s) and signatures of Faculty Proposing New Option:

Date of Program Faculty Vote to Approve the Proposed New Option:

Text Description of Proposed New Option:

[Delete these instructions from the finished document]

Please send this form to the Chair of the Faculty Senate Committee on Academic Programs and Planning with a copy to the School Dean as soon as possible after the Program Faculty vote.

*The Committee meets every fourth Thursday of each month during fall and spring terms to consider all pre-proposals and/or proposals sent to the Chair (due by the second Thursday of each month). The Chair sends feedback by the following Thursday (one week after each meeting).*

Date of Faculty Senate Committee on Academic Programs and Planning Approval:

Date of the Provosts' Council Approval:

Date of the Faculty Senate Approval:

Attach a copy of the list of courses in the "base program" courses, along with a list of courses in the new option **HIGHLIGHTED** to show which are in the new option. The Provost's Office will send this document, along with those attachments, to the Academic Issues Committee (AIC) of the New Jersey President's Council as an Information Item.