

## MEMORANDUM

**TO:** Committee on Academic Programs (CAP)  
**FROM:** Steering Committee  
**RE:** Review of policy on Residence Requirements  
**DATE:** October 4, 2017

### **Background:**

According to TCNJ policy (the Policy Framework), all campus policies should be reviewed every five years. The Residence Requirements Policy has not been reviewed since 2005.

Steering leadership contacted Records and Registration concerning this policy, and the office noted that the information in the Bulletin includes more information than is in the current policy. The language in the Bulletin is as follows:

To earn a bachelor's degree, students must complete at least 12 of their course units at The College of New Jersey. Normally the student's last eight course units must be taken at the College. No more than three course units in the senior year may be earned away from the College. Such enrollment must be expressly approved in advance by the student's department and the Office of Records and Registration. National Student Exchange and study abroad under the auspices of The College of New Jersey meet the senior year residence requirement.

Academic departments may require that a specific number of major courses be taken at The College of New Jersey. Academic departments also may require the student to validate major courses taken at another school.

Within the major, exceptions to the residence requirement within the senior year may be made by the department chair with the concurrence of the appropriate dean. Regardless of exceptions granted with respect to the final eight course units, there are no exceptions to the overall minimum that 12 of the course units for the bachelor's degree must be earned at The College of New Jersey.

### **Charge:**

Steering asks CAP to review this policy to ensure that it is consistent with current practice and to make any other changes to the policy that CAP deems appropriate. In addition, Steering asks CAP to confirm that the information in the Bulletin is consistent with current policy and practice. If so, CAP could then consider whether any of the information from the Bulletin should be added to the policy.

If CAP makes changes solely to bring the policy in line with current policy and practice, no additional testimony is required. If CAP believes that the additional information in the Bulletin

extends the policy significantly, then testimony should be sought from the Faculty Senate and Student Government in keeping with Tier II guidelines.

**Testimony Tier:** Tier I, provided CAP determines the changes to the policy are insubstantial. Tier II for Faculty and Students if CAP feels the proposed policy is substantially different from the current policy.

**Timeline:**

CAP should review and update these policies by the end of the Fall 2017 semester.

**TCNJ Governance Processes**

**Step 1 – Steering issues a charge**

**Step 2 - Governance prepares a Preliminary Recommendation**

Once the appropriate standing committee or council has received the charge, it should start by collecting data needed to make a preliminary recommendation. It should receive input from affected individuals and all relevant stakeholder groups prior to making a preliminary recommendation. For issues that have broad implications or that affect a large number of individuals, initial testimony should be solicited from the campus community at large. For some issues, sufficient initial testimony may come from input through committee membership or solicitation from targeted constituent groups.

When, in the best judgment of the committee, adequate clarity of the principles contributing to the problem are known, a preliminary recommendation should be drafted and disseminated to the campus community.

**Step 3 – The Relevant Stakeholders provide Testimony**

Once a preliminary recommendation has been completed, the standing committee or council should seek testimony from the campus community. The testimony should be gathered in accordance with the Testimony Tier (see page 24) assigned to the issue by Steering.

For issues that require public testimony from the campus community, the chair of the standing committee or council should approach the president of the appropriate representative bodies to schedule the next available time slot at a meeting of that body.

Testimony should be gathered in a way that allows stakeholders to weigh in fully on the issue. Members of the standing committee or council that wrote the preliminary recommendation should be present to hear and record the testimony.

**Step 4 – Governance prepares a Final Recommendation**

Once the standing committee or council has received appropriate testimony, it should revise the preliminary recommendation into a final recommendation. Once the final recommendation is complete, the standing committee or council should use sound judgment to determine whether or

not more public testimony is required. If, in its feedback to the original preliminary recommendation, a stakeholder representative body requests to review an issue again, the committee or council is bound to bring it back to that body. If a full calendar year has passed since the formal announcement of the preliminary recommendation, the committee must resubmit a preliminary recommendation to the campus community.

When the committee or council has completed the final recommendation, it should forward it to the Steering Committee. The final recommendation should be accompanied by a cover memo that summarizes the initial charge, how testimony was gathered and the nature of that testimony, and how the committee responded to that testimony, including a description of how the preliminary recommendation evolved as a result of testimony.

**Step 5 – Steering considers the Final Recommendation**

**Step 6 – The Provost and/or President and Board consider the Final Recommendation**

**Step 7 – Steering notifies the Campus Community**

**Testimony Tier I** – The issue requires minimal testimony from the campus community. The assigned council or committee should consult with relevant stakeholders before preparing the final recommendation, but there is no need for surveys or open fora.

**Testimony Tier II** – The issue requires moderate testimony from the campus community. The assigned council or committee should consult with relevant individuals and groups in developing a preliminary recommendation. The completed preliminary recommendation should then be made available to the relevant stakeholder groups, and testimony should be solicited in the form of written feedback (through a survey and or e-mail).

**For a complete description of all steps and of the other testimony tiers, see Governance Structures and Processes, 2017 Revision, pages 21 – 24.**