

## **MEMORANDUM**

**TO:** Steering Committee

**FROM:** Committee on Academic Programs (CAP)

**RE:** Final Recommendation on policy on Residence Requirements

**DATE:** November 16, 2017

### **Background and Charge:**

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 charged CAP with reviewing 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 asked 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.

### **Method:**

CAP reviewed the existing Residence Requirements policy, as well as information currently provided in the Bulletin, and decided to revise the policy to reflect information provided in the Bulletin. Written (email) testimony was then solicited from all Academic Leaders. The testimony received was all in favor of the proposed revisions. Accordingly, CAP unanimously voted to approve the revised policy.

### **Final Recommendation:**

The revised policy includes the following additions (all of which are currently provided in the Bulletin):

- 1) Clarification that the policy pertains only to undergraduate degrees.
- 2) National Student Exchange and study abroad under the auspices of The College of New Jersey meet the senior year residence requirement.
- 3) 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.
- 4) 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.
- 5) 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.

Because the changes are all currently provided in the Bulletin, CAP proposes that this revised policy be effective starting in Spring 2018, as it should not adversely affect current seniors.



Section:	II.3.28	
Title:	Residence Requirement	
Effective Date:		
Approved By:		
Responsible Unit:	Academic Affairs ( <a href="mailto:academic@tcnj.edu">academic@tcnj.edu</a> , 609-771-3080)	
Related Documents:		
History:		
<u>Version</u>	<u>Date</u>	<u>Notes</u>
1.0	2004	New policy; initial release
2.0	Fall 2017	Revised by CAP

## I. INTRODUCTION

This is the policy on residence requirements.

## II. DEFINITIONS

N/A

## III. POLICY

To earn a **bachelor's** degree from The College of New Jersey, a student must take a least 12 full course units at the College. Normally, the student's last 8 course units will be taken at the College. No more than 3 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.**



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