

Section:	II.3.10	
Title:	Course Approval Policy	
Effective Date:	Proposed Draft	
Approved By:	Provost	
Responsible Unit:	Academic Affairs (609-771-3080, academic@tcnj.edu)	
Related Documents:	Course Approval Form (Records and Registration) Development and Approval of Online or Blended Courses Cross-listed courses Syllabus Template MOA 104 - OL/BL courses MOA 62	
History:		
Version	Date	Notes
4.0	Proposed Draft	Revised by CAP to approve governance changes and update for new course delivery modes
3.0	9/20/2017	Revised per changes to Governance Document
2.0	11/21/2014	Revised by Provost
1.0	2/2010	New policy; Initial Release

I. INTRODUCTION

This document defines the roles, responsibilities, and procedural components for developing and approving new courses, approving significant course changes, requesting course designations and/or alternate delivery mode, and resolving disputes. This policy must be followed for all credit-earning courses that appear on an enrolled student's transcript.

II. DEFINITIONS

Course Prefix - Affiliation label for courses offered at TCNJ (i.e. Department/Program, IDS, HON, FSP)

Course Designation - Designations are additional characteristics of a course that are independent of, but contribute to the course learning outcomes. Herein, designations

include:

Civic Responsibilities and Liberal Learning Breadth Domains - overseen by the Liberal Learning Program

Community Engaged Learning (CEL) - overseen by the Center for Community Engaged Learning and Research

Writing Intensive -overseen by the Writing Program

Course Delivery- the way in which the course is delivered. Online/Blended course modes are overseen by the Office of Instructional Design.

Traditional course - a course wherein the dominant instructional mode is face-to-face instruction. Traditional courses typically follow a traditional class meeting schedule based on the Academic Calendar. Traditional courses may feature some web-based learning at the discretion of the instructor.

Blended course – a course wherein web-based online learning is used to replace between 25-75% of typically scheduled face-to-face instruction. No more than 50% of meetings are face-to-face.

Online course - a course wherein the instructional mode is web-based, online learning rather than face-to-face instruction

Standard Semester Schedule - Courses delivered on this schedule follow a standard semester as defined by the Academic Calendar.

Accelerated Schedule - Courses delivered on an Accelerated schedule follow a shorter than Standard Schedule, but have the same learning outcomes as if taught on a Standard Schedule. Such classes are commonly taught as a Winter or Summer course.

Off-Campus - Courses delivered off-campus include those wherein the majority of course meetings occur off campus. Such courses include those requiring travel (local and international) to sites of interest specific to the course topic and learning outcomes.

Proposed Syllabus - a document submitted as part of the course approval process that contains a course description, required materials, course requirements, course learning outcomes, general topics covered, and a general breakdown of assignment types and how they assess specific learning outcomes. Though there are some shared elements, this document is not as detailed as the syllabus distributed to students when taking the course.

Course Approval Packet - a group of documents that contains: 1) the course approval form, 2) proposed syllabus, and 3) a cover sheet.

III. POLICY

This document defines the policies governing development and approval of courses offered at The College of New Jersey. The roles and responsibilities for developing such courses are:

Course Development and Approval

1. Responsibilities

- a. Records and Registration (R&R) - Maintain a course approval website and course approval form that comply with MOA 62, MOA 104, and this policy.
- b. Course faculty - An individual faculty member (or a group of faculty) proposes a course and prepares the proposal. The proposal consists of the Course Approval Packet, defined above.
- c. Department Curriculum Committee - The department or program reviews and approves the course. The proposing faculty member works with the department or program to review the course content and write a cover letter outlining how the course connects to the program goals, learning activities, and assessment of learning. If a proposed course will be cross-listed, it is the responsibility of the department/proposing faculty member to make sure that the department in which the course is cross-listed also follows the course approval process. A course approval packet is assembled and submitted to the appropriate School Curriculum Committee(s).
- d. School Curriculum Committee - The School (or other appropriate) curriculum committee conducts a review of the course approval packet to confirm that the course reflects essential elements and that the course and program are integrally related. The school curriculum committee is responsible for assessing how the course fits into the program offerings across the entire school. If a School Curriculum Committee is responsible for reviewing any course designations, then they should also assess that designation as a separate decision (the course can be approved in general without the designation).
- e. Committees, Offices, and Councils that Oversee Course Designations and Special Clearance for Course Delivery Options - Each entity will define and publish an approved process for a course to attain a designation or for a course to be delivered in an alternative manner to Traditional Courses. Each entity shall define the requirements and process for approving, developing, and assessing designation and delivery requests consistent with this policy.
 - i. For course review, the process must utilize a group consisting of at least three institutional members
 - ii. Maintain a website whereon the process for requesting approval is

- published and make accessible any required forms
 - iii. Establish and publish a timeline for review and response to the requestor
 - iv. If the request is declined, written feedback specifically identifying deficiencies in the request must be provided to the requestor
 - v. The process must define an appeal process that allows rebuttal from the requestor
- f. Committee, Offices, and Councils that Oversee Non-Departmental/Program Prefixes (e.g. FSP, HON, IDS) - Each entity will create and publish an approved process to propose a course that will be listed with a non-departmental/program prefix consistent with this policy.
- i. For course review, the process must utilize a group consisting of at least three institutional members
 - ii. Maintain a website whereon the process for requesting approval is published and make accessible any required forms
 - iii. Establish and publish a timeline for review and response to the requestor
 - iv. If the request is declined, written feedback specifically identifying deficiencies in the request must be provided to the requestor
 - v. The process must define an appeal process that allows rebuttal from the requestor

2. Essential Requirements and Process Steps -

- a. The course faculty proposes a course and submits a course approval form and proposed syllabus to the department curriculum committee or body governing a non-departmental/program prefix. This step must be done for all proposed courses to support future faculty loading considerations.
- b. Proposed courses that will receive a non-departmental prefix, should be submitted to the appropriate overseeing body by the process published by that body in accordance with section III.1.f, above. The remainder of the steps in this section are not applicable. Additional designations may be sought, as defined in section III.3, below.
- c. All proposed courses not covered by step III.2.b must be reviewed by the department or program for:
 - i. inclusion and quality of all necessary elements of the course proposal including course content,
 - ii. alignment with department/program learning outcomes and needs, and
 - iii. any applicable certification requirements.
- d. Following review and recommendation for approval of the course proposal, the department/program must add a cover sheet that outlines broader connections in terms of program/course goals, learning activities, and assessment of learning. If a proposed course is to be cross-listed, it is the

responsibility of the program/department/course faculty to make sure that the department in which the course is cross-listed also reviews the course (see cross-listing policy).

- e. Course approval packets are then reviewed by the school (or other appropriate) curriculum committee to ensure that:
 - i. the proposed syllabus reflects essential elements,
 - ii. the course is aligned with school level requirements, and
 - iii. when appropriate, course(s) are reviewed for their position in the school wide curriculum offered across departments or programs.
 - f. Following review, the School curriculum committees prepares a recommendation for approval to be forwarded to the appropriate dean.
 - g. Course approval packets are then reviewed by the dean of the school to ensure that:
 - i. the process has been followed and that the essential elements are present
 - ii. where appropriate, the course has been reviewed by other units outside the program that are impacted by the course, and
 - iii. necessary resources or facilities are available.
 - h. If agreement exists between the dean, school, and department/program faculty recommendations (and others, if applicable), the course is considered approved and the dean signs off and forwards the complete course proposal to Records and Registration to be entered into the system.
 - i. If disagreement exists, the School curriculum committee conducts a further review of the course approval packet and makes its recommendation. If the dean concurs with the recommendation for approval, the course is considered approved and is forwarded for entry into the system.
 - j. If disagreement persists, the complete course proposal package is submitted to the Provost's Office for adjudication. When agreement has been reached, the course is considered approved and is entered into the system as above.
3. Seeking Course Designation or Approval for Alternate Course Delivery
- a. Any approved course may seek Course Designations and/or for special clearance related to how the course is delivered.
 - i. Requests for Course Designations are submitted to the appropriate evaluating body, as defined in section II, and in accordance with the process published by that body, in accordance with section III.1.e, above.

- ii. Requests for special clearance related to how the course is delivered are submitted to the appropriate body in accordance with section III.1.e, above.
- b. Best practice for such requests is to seek guidance from the appropriate body prior to submitting a course approval packet to a School Curriculum Committee to avoid changes to a course that would require re-approval by the School Curriculum Committee.

DRAFT