

## **'Integrity of Academic Programs' Policy and Procedure (Proposal)**

The following proposal and procedure was originated out of ARC, at the request of the Provost's Office.

This document puts, in a single location, all of the descriptions and requirements for a degree program. Everything in this document is existing practice (since inception of CEP in Fall 2006), and much is derived from Middle States and State guidelines.

The only *new* material in here is the definition of a concentration and a track.

This pair of documents was circulated at Provost's Council on 2/28 and should have been circulated by either Deans or ARC reps at unit councils. The usual procedure is for feedback to be incorporated and the documents (specifically the policy) are voted on at the following Provost's Council (which will be 3/28).

ARC will hold an open meeting on Wednesday 3/27, 10-11am, in ASB 136; any faculty with questions or feedback are encouraged to attend.

Thank you,

Emma Rainforth  
Chair, Academic Review Committee



# ACADEMIC AFFAIRS POLICY

<b>Section:</b>	300
<b>Section Title:</b>	Academic Affairs
<b>Policy Name:</b>	Integrity of Academic Programs
<b>Policy Number:</b>	<b>300-KK</b>
<b>Approval Authority:</b>	Provost/VPAA
<b>College Policy Executive:</b>	Chief Planning Officer
<b>Responsible Executive:</b>	Provost/VPAA
<b>Responsible Unit:</b>	Provost/VPAA
<b>Date Adopted:</b>	
<b>Date Revised:</b>	

**1. Policy :**

Ramapo College will offer academic programs that meet appropriate standards of content, rigor, coherence, and length; conform to its mission; and are regularly evaluated in the spirit of continuous improvement.

**2. Reason for Policy:**

To meet the curricular standards of the federal government, the State of New Jersey, and the Middle States Commission on Higher Education and to provide an excellent education for all Ramapo College students.

**3. To Whom Does The Policy Apply:**

Ramapo College faculty, staff, and students

**3. Related Documents:**

Procedure 300-KK, College Catalog, Academic Review Committee (ARC) Manual, NJPC Academic Issues Committee Manual, Middle States Commission on Higher Education policies, Policy 300-S - Minimum Graduation Requirements.



# ACADEMIC AFFAIRS POLICY

#### 4. **Contacts:**

Office of the Provost/VPAA  
201-684-7529

## INTEGRITY OF ACADEMIC PROGRAMS

### Procedure

- 1 All proposed academic programs will follow the internal approval procedures outlined in the ARC Manual, and external procedures specified by the State.
- 2 All existing academic programs that alter courses and/or requirements will follow the approval procedures outlines in the ARC Manual.
- 3 All existing undergraduate academic programs will undergo an annual cycle of program review and student-learning assessment, including, but not limited to, the review and use of assessment data to improve student learning.
- 4 All existing graduate programs will undergo an annual review of enrollment, revenue, and expenses as well as an annual cycle of student-learning assessment.
- 5 All academic programs will meet the following definitions and/or stipulations:

Major: A requirement of all undergraduate degree programs, a major focuses on a particular discipline or an interdisciplinary area.

Concentration: A focused area of study within a major, a concentration:

- Is free-standing in relationship to other concentrations within the major with no or few common courses on which all concentrations within that major are built and
- Is substantially different from other concentrations within the major.

Like a major, a concentration appears on the transcript.

Track: A focused area of study within a major, a track:

- Functions as a subset of additional courses beyond a common set of courses on which all tracks within that major are built;
- Is fairly similar to other tracks within the major; and
- Serves as an advisement path for different populations of students in the major.

A track does not appear on the transcript.

School Core: A set of courses common to all majors in a particular school, the school core reflects the mission of the school. A student who declares a secondary major may be required to complete the school core of the second major:

- Secondary major from the Salameno School of American and International Studies: School core for the secondary major is not required.

- Secondary major from the Anisfield School of Business: Both the School Core for the primary major and the Business Core for the secondary major are required. The ASB math category course is also required.
- Secondary major from the School of Contemporary Arts: Both the School Core for the primary and the secondary major are required.
- Secondary major from the School of Social Science and Human Services: The School Core for the secondary major is not required.
- Secondary major from the School of Theoretical and Applied Science: both the School Core for the primary major and for the secondary major are required.

Because the school core complements the major or concentration, together they typically constitute approximately half a degree program. Thus, the major or concentration, including any track, and the school core combined may not exceed 68 credits.

General Education: The hallmark of a liberal-arts education, the general-education program must provide the student the opportunity to acquire competency in at least communication (both written and oral), reasoning (both scientific and quantitative), critical thinking and analysis, and technology. The general-education curriculum may not exceed 40 credits.

In certain cases, a student may double-count courses in the major with courses in the school core or in the general-education curriculum, but a student may not triple count.

Minor: An opportunity to add depth and breadth to a student's undergraduate degree program, a minor may not exceed 20 credits, including pre-requisites, which should be few if any.

Courses fulfilling the requirements for the primary or secondary major may count towards the requirements of the minor, but may not exceed one-half of the credits required in the minor. A school core does not need to be completed for a minor.

Master's degree program: A disciplinary, interdisciplinary, or professional program, a master's program must consist of at least 30 credits.