III.   PROGRAM PROCEDURES

A.   PROCEDURE FOR ESTABLISHING A NEW PROGRAM

STEP 1	**Initiator** Develops proposal, and submits proposal to Division Dean.
STEP 2	**Working Committee/Division Faculty** The working committee must include the initiator, appropriate faculty and administrator(s), consultants and other advisory members as required.
STEP 3	**Dean of Academic Division** ▪ Reviews faculty proposal, offers feedback, approves proposal and ▪ ensures that all affected faculty have been notified.

STEP 4	**Initiator/Curriculum Chair/Dean representing Academic Services**
	▪ Consult/Meet to review and discuss proposal.
	▪ Initiator
	    - makes any necessary revisions,
	    - provides final proposal in paper to Curriculum Committee Chair and dean representing Academic Services, and
	    - posts appropriate form and materials online.

STEP 5	**Curriculum Committee** Reviews proposal during two consecutive meetings. Any recommendations for revisions will be made during the first meeting. Initiator will make corrections to forms and documents as needed. Forms should be signature ready for the second meeting. Approval voting will occur during the second meeting. Signature of Curriculum Chair indicates approval of a majority of members present at the meeting when voting took place. Curriculum recommendations are then sent to the VP Academic Services.
STEP 6	**Vice President, Academic Services** Approves proposal for final processing. Prepares a Program Announcement (PA) for any new degree programs under consideration. The PA will solicit comments from other institutions of higher education and facilitate the work of the President's Council. Please refer to Academic Issues Committee Manual, NJ President's Council for instructions, requirements, and process for developing the Program Announcement.
STEP 7	**President and Board of Trustees** Approves new program proposal before submitting it to Academic Issues Committee of the President's Council
STEP 8	**Academic Issues Committee** Reviews program and makes recommendation to the President's Council.
STEP 9	**President's Council** Approves and sends notification to the Commission on Higher Education