



Process for New or Revised Program Approval

1. through 5. These are identical to the steps for a new or revised course. It is noted that programs presented to the Committee on Academic Affairs or to any other university-wide faculty committee for approval in advance of review by the Graduate Council will be referred back to the Graduate Council for review and approval and will not be approved by those committees without prior Graduate Council review and approval. New program proposals should (within the proposal text) include a required review of program quality and viability that would be implemented in the fourth year of program operation.

Proposals for programs that are options within an existing degree designation should follow the timing recommended for course approval. Major new program proposals will usually require review over two meetings of the Graduate Council to allow for revisions. Programs that will lead to a Program Announcement (PA) and submission to the New Jersey Commission on Higher Education (NJCHE) for approval as a new degree designation can expect a process that may take 3-6 months to complete from the time of approval by all required NJIT committees. It can occur more quickly than that if there are no issues raised by the NJCHE.

6. After approval by the Graduate Council, proposals for new programs or significant revisions to existing programs will be forwarded to the Provost's Office for inclusion on the agenda of the next regularly scheduled meeting of the Committee on Academic Affairs.

7. After approval by the Committee on Academic Affairs and the Provost, the originators of the new degree program proposals should work closely with the Office of the Provost in moving the process toward completion with the Commission on Higher Education. It is strongly recommended that faculty and administration of other institutions that may have similar programs or any interest in the new NJIT program be consulted long before final approval is sought. Industrial support and consultation with advisory boards is advisable.