

School of Education Course Approval Process

1. All courses must be presented in the standard TCNJ course outline format. Special attention should be paid to course outcomes and assessments.
2. Initial approval to take place at the departmental or curriculum committee level.
3. Approval should be made at the School of Education Academic Affairs Committee level.
4. Approval should be made at the dean's level.
- 4a. Graduate courses will be forwarded to GPC for approval.
5. The dean's office will inform records and registration of the new course.
6. All submissions must address the following issues and will be approved on the basis of:
 - a. apparent academic need appropriateness and rigor;
 - b. available resources, including anticipated field components and supervision;
 - c. available faculty expertise;
 - d. overall impact on anticipated enrollment available;
 - d. clear and appropriate outcomes and assessments.
7. Any course rejected for approval will be returned to the submitter with feedback based on the four delineated criteria.

Routing sheets will be created for:

- a. Curriculum committee (ie dept)*
- b. School of Education Academic Affairs committee*
- c. Dean's approval*