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| **C:\Users\fheroga\Desktop\thumbnail_image001.png** | **NEW JERSEY OFFICE**  **of the**  **SECRETARY OF HIGHER EDUCATION** | **ACADEMIC ISSUES COMMITTEE**  **of the**  **NEW JERSEY PRESIDENTS’ COUNCIL** | **Logo  Description automatically generated** |

**CHANGING A DEGREE DESIGNATION**

**FORM FOR INSTITUTIONs SUBMITTING REQUESTs**

Per the process outlined in the Academic Issues Committee (AIC) Manual, there are two criteria by which requests to change a degree designation shall be evaluated:

1. Whether there is a fundamental change in the purpose of the program, and
2. Whether more than 25% of the courses required in the major with the new degree designation will differ from those in the major with the current degree designation.

The purpose of this fillable form is to provide institutions with a clear outline of all items requested in the Academic Issues Committee Manual to ensure a successful submission of their request. All institutions must complete this form, attaching any supplemental documents at the end of the form, and submit the information to the AIC for review.

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| **Date Submitted by Institution** | Click or tap to enter a date. |
| **Institution** | Click or tap here to enter text. |
| **Submitted by** | Click or tap here to enter text. |
| **Current Program Title** | Click or tap here to enter text. |
| **Current Degree Designation** | Click or tap here to enter text. |
| **New Program Title** | Click or tap here to enter text. |
| **New Degree Designation** | Click or tap here to enter text. |

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| **CRITERION 1: CHANGE IN PURPOSE OF THE PROGRAM** |
| Indicate why the modification of degree designation is desired and explain why the change does not fundamentally change the purpose of the existing program.  Comments: Click or tap here to enter text. |
| Provide a record of significant changes to the existing degree program made during the previous five years.  Comments: Click or tap here to enter text. |

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| **CRITERION 2: CHANGES TO COURSES IN THE MAJOR** |
| Present a comparison of the courses in the major for the existing program to the courses in the program with the new degree designation, noting recent changes and proposed new courses.  Comments: Click or tap here to enter text. |

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| **GOVERNING BOARD APPROVAL** |
| Include a copy of the resolution of the governing board approving the new degree designation.  Date: Click or tap to enter a date. |