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THE COMMISSIONER OF EDUCATION
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DIVISION OF HIGHER EDUCATION

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N.J. COLLEGES, JUNIOR COLLEGES, AND
PROFESSIONAL SCHOOLS

STANDARDS FOR APPRAISING NEW JERSEY COLLEGES
JUNIOR COLLEGES, AND PROFESSIONAL SCHOOLS OF COLLEGIATE GRADE *Pursuant to*
~~REVISED STATUTES 18:14-1.3 AND REVISED STATUTES CHAPTER 20.~~
Chapter 20 of the New Jersey
Statutes Annotated

PART I

A. Definitions

1. A college shall be defined as an educational institution above the twelfth grade level. High school graduation or the equivalent shall be required as a prerequisite for admission. The courses shall be planned to provide for the developing of either general education in arts, sciences and philosophy or professional education or both.
2. The junior college shall be defined as an educational institution requiring for admission as a regular student four years of standard high school education or its equivalent and offering two years of standard college courses. It may also offer two years of terminal courses which prepare graduates for employment in a semi-professional occupation.
3. A professional school shall be defined as an educational institution offering courses which prepare students for meeting State requirements for certification to accept employment in a recognized profession such as accounting, dentistry, law, medicine, engineering, teaching, pharmacy, or other professions.

PART II

n.g.s.a. Any school district which proposes to organize a junior college in accord *pursuant to*
n.g.s.a. with ~~Revised Statutes 18:14-1.3~~ or any private corporation which proposes to
n.g.s.a. organize a junior college, college or professional school in accord with ~~Revised Statutes 18:20-5, Chapter 261, Public Laws of 1938 and Chapter 113, Public Laws~~ *pursuant to*
18:20-31 of 1942 may be licensed to conduct business provided it shall demonstrate to
the satisfaction of the State Board of Education that it can within a reasonable
time attain fully the official standards established for the type of institution
concerned.

Any license granted by the State Board of Education to operate an educational institution shall be for a definite period of years determined by the Board. At the expiration of this period, such license may be renewed for a specified period or revoked at the discretion of said Board.

A. Application for a License

Any public board of education or any corporation which desires a license to operate a junior college, college, or professional school under authority of the State Board of Education shall proceed as follows:

1. Formulate and submit to the State Board of Education its incorporation papers.
2. File a written application with the Secretary of the State Board of Education for a license to operate the type of institution concerned. The application shall include:

- a. The name and location of the proposed institution.
- b. A statement of purposes of the institution.
- c. A description of the curricula to be offered.
- d. Qualifications of the faculty members to be employed.
- e. Names and business or professional positions of those who will serve as members of the Board of Trustees.
- f. Admission requirements for students.
- g. A brief description of the building and equipment which will be provided.
- h. A description of the facilities which will be available in the library, laboratories, and shops.
- i. A proposed budget for the first year of operation.
- j. Evidence of financial resources necessary for operating the proposed institution.

Corporations which receive a license shall be authorized to proceed in establishing the proposed institution and in organizing a program to meet the requirements for conferring degrees or awarding diplomas.

PART III

A licensed junior college, may after it has been in operation one semester apply for authority to award diplomas. A college or professional school offering a curriculum or curriculums three or four years in length may after it has been in operation two semesters apply for authority to confer degrees. Institutions making such an application shall file with the Commissioner of Education a request for such authority and a statement showing wherein the general and additional special standards have been attained.

Any authorization to award diplomas or to confer degrees shall be for a definite period of years determined by the State Board of Education. At the expiration of the period, such authorization may be renewed for a specified period or revoked at the discretion of said Board.

A. General Standards

The following general standards shall be applied in appraising all institutions of higher learning:

1. Incorporation
Each institution shall be incorporated not for pecuniary profit under the laws of the State of New Jersey. The purposes of the institution shall be listed in the incorporation papers and shall be consistent with its name.
2. Name
The name of the institution shall be descriptive of its function and scope and approved by the State Board of Education. The name when approved shall not be changed without the consent of said Board.
3. Curriculum
The curriculum or curricula shall harmonize with the statement of purposes.
4. Board of Trustees
The institution shall operate under a Board of Trustees all members of which shall be citizens of integrity of character who because of education,

experience, and achievement are qualified to formulate and enforce sound educational policies.

5. Administrative Officials

The administrative officials of the institution shall be selected by its Board of Trustees and be responsible to it.

6. Responsibility of Administrative Officials

The administrative officials shall be responsible for: (1) administering the policies of the institution's Board of Trustees, (2) carrying out the regulations of the State Board of Education and the official directives of the Commissioner of Education, and (3) obeying all municipal ordinances and State laws which pertain to the institution concerned.

7. Faculty

The faculty shall consist of competent teachers whose qualifications shall be equivalent to those of teachers in other high grade institutions of similar nature.

8. Assignment of Faculty

Faculty members shall be assigned to teach those courses only for which they have made special preparation and demonstrated satisfactory competence.

9. Limitation of Part-Time Instructors

Except when approved in advance by the Commissioner of Education not more than thirty percent of the instruction in any institution shall be in charge of teachers employed on a part-time basis.

10. Teaching Load of Faculty Members

Any teaching load in excess of eighteen periods of 50 minutes in length per week in the classroom in addition to preparation, office hours, student consultation, and committee responsibilities shall be justified by the officials of the institution in terms of such factors as size of classes, type of teaching, or instructional emergencies.

In computing the load of teachers, laboratory, gymnasium, and studio classes shall count two-thirds as much as other classes. A teacher working in two institutions shall in computing his classroom load combine his programs in both institutions.

11. Qualify of Instruction

Instruction shall be such as requires broad reading, intensive study, group discussion, independent application, high quality in oral and written communication, and ability in reaching justifiable conclusions. In judging a teacher's qualifications, the following shall be considered:

- a. Evidence of mastery of subject matter being taught
- b. Ability to awaken interest and effort
- c. Ability to explain difficult subject matter
- d. Ability to clarify purposes of instruction
- e. Ability to make assignments
- f. Ability to test student achievement
- g. Ability to guide classroom discussions

12. Admission of Students

Admission shall be limited to high school graduates or to those who have successfully passed the New Jersey High School Equivalent Examination, or to adults who have successfully passed qualifying tests given by the institution under rules and regulations of the Commissioner of Education.

13. Ratio of Students to Teachers

The ratio of the number of students to the number of teachers shall be such as will permit class discussion, student-teacher consultations, and individual questioning. An average of more than twenty-five full-time students per teacher shall be justified by the officials of the institution as an emergency measure.

14. Student Records

Records shall be compiled and kept in a fireproof container. They shall include the following:

- a. Personal data concerning the student
- b. Scholastic achievement in the high school attended
- c. Scholastic achievement in the institution in which enrolled
- d. Nature and extent of the student's participation in extra-curricular activities
- e. A description of the personality development of the student concerned

15. Publicity

All publicity released by the institution shall be true and accurate. An official catalog shall be printed periodically and made available to interested persons.

16. Institutional Resources

a. Income

Evidence shall be presented to show that the financial income and resources of the institution have resulted or will result in the recruitment and retention of a ~~highly~~ competent faculty, the development of an excellent library, the maintenance of ~~superior~~ *adequate* laboratory facilities, ~~adequate~~ classroom space, ~~needed~~ offices and conference rooms, and ~~appropriate~~ visual and auditory equipment.

b. Stabilizing Fund

The institution shall plan its expenditures by budgeting. The budget shall show the planned expenditures for: (1) administration, (2) instruction, (3) debt service, (4) capital improvements, (5) materials and supplies, and (6) current repairs and maintenance. Evidence shall be presented to show that the institution has sufficient funds which are readily available to carry out the provisions of the budget for the year under consideration in spite of any unexpected reduction in tuition receipts which might occur because of fluctuations in enrollments. These funds may be in cash or securities which can be readily converted into cash. Real estate used for college purposes or for dormitories and food service may not be used as a part of the stabilizing fund. An institution shall maintain a stabilizing fund equivalent to at least fifty percent of its annual budget exclusive of funds for capital improvements.

At the request of the Commissioner of Education any junior college, college or professional school shall submit for analysis its budget and data concerning its stabilizing fund.

c. Additional Receipts

On request of the Commissioner of Education evidence shall be presented to show the amount of income received during the past year from sources other than tuition, fees and charges for dormitories and food services.

The value of contributed services may be included in computing additional receipts. Every institution not publicly supported shall present satisfactory evidence of a well developed plan which is functioning successfully in securing gifts. The percentage of the income which is from sources other than tuition and fees shall be given significant weight in determining the adequacy of institutional resources.

d. Insurance

Evidence shall be presented to show that the insurance carried by the institution is sufficient ~~to~~ to keep the institution solvent in case of loss by fire or other causes.

17. Salaries

Salaries shall not be contingent upon the number of students enrolled. Salaries shall not be markedly lower than those paid in other educational institutions of a similar nature.

18. Library

Space shall be adequate with proper heat, light, and ventilation. The library shall be in charge of a professionally trained librarian with a sufficient staff to meet the needs of the students and faculty. The library shall be adapted to the courses of study of the institution. Adequate provisions shall be made annually for purchasing books, magazines, and other materials.

19. Laboratories

An educational institution shall have properly housed laboratories adequately staffed with qualified teachers and with sufficient modern equipment for instructional purposes for each science course offered. The laboratories shall be maintained at full efficiency by means of adequate annual expenditures.

20. Classrooms

The heating, ventilation, lighting, and equipment of classrooms shall be such as will promote efficiency of instruction.

21. Service Rooms

Each institution shall make the necessary and desirable provisions for service rooms for fostering and safeguarding the health, morals, and mental efficiency of the students. Rest rooms, toilets, lunch rooms, locker rooms, and other necessary service rooms shall be provided in adequate size and number to accommodate the number of students enrolled.

22. Citizenship Program

Each institution shall provide a program to foster the development of responsible citizenship on the part of its students.

23. Ethics

Each institution shall maintain a satisfactory reputation for ethical relationships.

24. Length of educational year

The minimum requirement for each educational year shall be a minimum of 32 weeks not including the Christmas and Easter holidays.

25. Summer Session and Extension Classes

- a. Courses shall be restricted to those departments or schools which are fully accredited for offering such courses during the regular year.
- b. Faculties shall consist of regular staff members or others with equally high qualifications.
- c. Students admitted to summer session or extension classes shall be high school graduates or those who have passed the State examination for the high school equivalent certificate.
- d. A minimum of fifteen class sessions devoted to recitations exclusive of registration and final examinations shall be required for each semester point of credit. A class session is defined as a period of 50 minutes.
- e. The maximum number of semester points of credit which may be earned in a summer session shall not be greater than the number which may be earned in a similar period of weeks during the fall or spring semester.
- f. No member of the summer session teaching staff shall carry a heavier weekly program than is permissible during the fall or spring semester.
- g. Prerequisites and sequences enforced during the fall and spring semesters shall also be enforced in summer session and extension classes.

26. Syllabi

Syllabi for all courses offered in an accredited educational institution shall be prepared and kept up to date. Copies of these syllabi shall be kept on file at the institution and on request shall be made available to the Commissioner of Education or his representative.

B. Additional Standards for Authorizing Junior Colleges to Award Diplomas

In order to secure official authorization for awarding diplomas a junior college shall attain the general standards for institutions of higher learning and the following additional special standards:

27. Faculty

- a. No junior college shall be approved for awarding diplomas unless the teaching staff shall include at least five full-time members with the required qualifications.

- b. Members of the administrative and teaching staffs shall have qualifications equivalent to those required for New Jersey high schools and, in addition, education equivalent to one year of graduate study in a field related to junior college instruction or administration.
- c. The instructors shall be assigned to teach only those subjects in which they have completed a minimum of twenty-four semester points in undergraduate or graduate courses.

28. Curriculums

Each junior college curriculum shall include courses carrying a minimum of sixty-four semester points' credit distributed to provide for the following:

- a. The acquisition of the basic skills of communication.
- b. The attainment of sound physical, mental, and emotional health.
- c. Prescriptions or electives which provide opportunities for enriched general education, preprofessional education, and/or competence as a worker in a professional field.

29. The Library

- a. There shall be at least one professionally trained graduate librarian devoting full time to library instruction and management.
- b. Reading tables shall be sufficient in number to provide at one time for at least twenty percent of the number of full-time students.
- c. There shall be a minimum of 2,500 carefully selected books including up-to-date volumes for each course offered.
- d. The value of usable books added to the library annually shall not be less than \$300 or an average of \$5.00 per student whichever is greater.

30. Laboratories

The junior college shall provide at least one laboratory well equipped for offering instruction in one of the following fields: (1) general science, (2) biology, (3) chemistry, or (4) physics.

31. Graduation Requirements

The requirements for graduation shall be the completion of an approved curriculum which requires as a minimum full-time attendance for sixty-four weeks or the equivalent thereof in part-time attendance over a longer period.

An approved junior college may establish requirements for graduation in excess of the minima listed above.

No approved junior college regardless of the amount of credit accepted by transfer from another accredited college may award a diploma to any student who has been enrolled in its classes as a full-time student for fewer than thirty-two weeks or the equivalent thereof as a part-time student over a longer period.

C. Additional Standards for Authorizing Junior Colleges to Confer the Degree, Associate in Arts

32. In order to secure official authorization to confer the degree, Associate in Arts (A.A.), pursuant to ~~Revised Statutes~~ ^{NJSA} 18:20-8, a junior college shall have attained (1) the general standards required of all institutions of higher learning, (2) the additional **standards** for authorizing junior colleges to award diplomas, and (3) the following additional standards:

- a. It has operated as a licensed junior college for at least two semesters.
- b. It has not more than ten percent of its students who ranked in the lowest quarter of their high school graduating classes.
- c. It has an agreement with three or more accredited senior colleges or universities to accept its students by transfer without loss of credit.
- d. It has a faculty of at least eight full-time members of whom at least twenty-five percent have attained the degree, Doctor of Philosophy or its equivalent.
- e. It has shown an increase in receipts for operating expenses during the preceding year.
- f. It meets the standards established by the American Library Association for an institution of its class.
- g. It has adequate laboratories and facilities for use in instruction in the science courses listed in its curriculum.

D. Additional Standards for Authorizing a College or a Professional School of Collegiate Grade to Confer Baccalaureate or Professional Degrees

33. In order to secure official authorization in accord with ~~Revised Statutes~~ ^{NJSA} 18:20-8 to confer one or more baccalaureate degrees or a professional degree, a college or professional school shall have attained (1) the general standards previously enumerated in Part III of this document and (2) the following additional standards:

- a. It has conducted business as a licensed institution for at least two semesters.
- b. It has no more than ten percent of its students who ranked in the lowest quarter of their high school graduating classes.
- c. It has at least **twelve** full-time professional staff members of whom twenty-five percent shall have attained the degree, Doctor of Philosophy or its equivalent.
- d. It has not more than ten percent of faculty members who have not attained the Master's Degree.

e. Curriculums

Each curriculum of a four year college or a professional school of collegiate grade shall include courses carrying a minimum of 128 semester points distributed to provide for the following:

- (1) The acquisition of the basic skills of communication.
- (2) A functional understanding of the leading ideas, the significant facts, the habits of thought, and the methods of work in several fields of knowledge.
- (3) The attainment of sound physical, mental, and emotional health.
- (4) Prescriptions or electives which provide opportunities for additional enriched general education, preprofessional education, or competence as a worker in a professional field.

f. Library

- (1) There shall be at least two professionally trained graduate librarians devoting full time to library instruction and management.
- (2) Reading tables shall be sufficient in number to provide at one time for at least twenty percent of the number of full-time students.
- (3) There shall be a minimum of 8,000 carefully selected books including up-to-date volumes for each course offered.
- (4) The value of usable books added to the library annually shall not be less than \$600 or an average of \$5.00 per student whichever is greater.

g. Laboratories

The college shall provide at least one laboratory well equipped for offering instruction in one of the following fields: (1) general science, (2) biology, (3) chemistry, or (4) physics.

h. A professional school of collegiate grade shall present evidence that it meets all requirements of the New Jersey Board which licenses its graduates to practice.

STATE TEACHERS COLLEGES

1. Entrance Examinations

All applicants for admission to the freshman classes of the State teachers colleges shall take examinations prepared under the direction of the Commissioner of Education.

2. Eligibility for taking entrance examinations

To be eligible to take the entrance examinations for admission to a State teachers college an applicant prior to the date of the examinations shall cause the principal of his secondary school to forward to the president of the college on forms which said president shall furnish the following credentials:

- a. Age certification
A certified statement by the parent or guardian showing place and date of birth. Applicants shall be at least fifteen years nine months old before taking the entrance examinations.
- b. Health report
A report from the family physician concerning the student's condition of health. This report shall be made on a form furnished by the president of the college.
- c. Testimonials of character
Two testimonials of good moral character from responsible persons not related by blood or marriage to the applicant on forms furnished by the president of the college.
- d. High school rating
A rating of the student's character and probable fitness to succeed in college courses. This rating shall be made by the officials of the applicant's secondary school on a form furnished by the president of the college.
- e. Certificate of graduation
A certificate ^{showing} graduation from the twelfth grade of an approved secondary school or a certificate showing that the applicant is scheduled for graduation during the current scholastic year. This certificate shall name the secondary school subjects which the applicant has completed and in which he is enrolled, the number of weeks given to each subject, the number of recitation periods per week, and the scholastic standing of the applicant. The units to be accepted for admission shall be prescribed by the Commissioner of Education.
- f. Filing official transcripts of credit
Applicants who have not filed an official and complete transcript showing graduation from high school before the date of the entrance examinations shall file such a transcript before registration in the college.

3. Physical Examination

At entrance all candidates shall be examined by a physician selected by the college to determine whether they are free from any disease or infirmity which would unfit them for teaching; and an examination by this physician may be required of any student at any time in his course to determine whether his physical condition warrants his continuance in the college.

4. The quota for the freshman classes

The Commissioner of Education shall establish an annual quota of students to be admitted to the freshman classes at each of the State teachers colleges. The quota established for each college shall be filled by the president of the college with the approval of the Commissioner of Education. The selection shall be based on health reports, entrance examinations, high school records, testimonials of character, and other pertinent data. The estimated demand for teachers shall govern the distribution of students by curricula.

5. Accepting advanced students by transfer

Students who are graduates of the twelfth grade of a secondary school approved by the New Jersey State Board of Education or have equivalent qualifications and who have an honorable release from an approved college may be accepted on transfer by the president of a New Jersey State teachers college provided:

- a. That such acceptance on transfer ^{shall} ~~does~~ not cause the total enrollment to exceed the quota established by the Commissioner of Education.
- b. That the student ^{shall} ~~submits~~ a transcript of the work completed in the institution from which he comes and that he satisfies the standards in health, scholastic achievement, and other qualifications required of students enrolled in the teachers colleges.

6. Admitting nonresident students

Students nonresident in New Jersey who possess the qualifications required by these rules may be admitted by the president of the college upon approval of the Commissioner of Education.

7. Part-Time students

Presidents of teachers colleges may admit qualified students on a part-time basis with the approval of the Commissioner of Education. Before such students may matriculate for a degree, they shall satisfy the standards in health, scholastic achievement, and other qualifications required of students in the teachers colleges.

8. Dismissing students

Presidents of State teachers colleges may dismiss from their respective colleges those students whose conduct is detrimental to the college or whose scholarship record is rated by the faculty as unsatisfactory for meeting graduation requirements.

A student with thirty per cent of his total grades below C or who has failed twice in student teaching shall be deemed to be an unsatisfactory candidate for graduation.

9. Reinstating students

The Commissioner of Education may reinstate a dismissed student after a hearing at which the president who has dismissed the student may be present and be heard if he so desires. A student who has withdrawn voluntarily from a teachers college may be reinstated at the discretion of the president with the approval of the Commissioner.

10. Scholarships

- a. Scholarships awarded under authority of ^{N.J.S.C.} ~~Revised Statutes~~ 18:16-33 shall be known as tuition scholarships.

- b. An applicant for a tuition scholarship:

- (1) Shall secure entrance to a teachers college on the regular plan for admission.
- (2) Shall rank in the upper fifty per cent of his high school graduating class.
- (3) Shall present evidence of leadership. This requirement may be satisfied by presenting evidence of leadership in two school or community activities or other equivalent leadership activities.
- (4) Shall be certified by his parents or guardian as needing financial aid. This certification shall be on a form prescribed by the Commissioner of Education.
- (5) Shall be selected in the order of merit established in the entrance examinations and ^{shall} ~~must~~ meet all requirements of the statute relating to State scholarships in teachers colleges.

- c. The president of a State teachers college shall withdraw a tuition scholarship if the student holding such scholarship does not maintain a satisfactory scholastic record or if the student's conduct becomes detrimental to the college.
- d. The president of a State teachers college shall notify the Commissioner of Education when the holder of a tuition scholarship ceases to be a member of the college student body. The Commissioner shall withdraw the scholarship from the student concerned. The Commissioner may reaward such a scholarship to an eligible student.
- e. Scholarships awarded under ^{N.J.S.A. 18:16-27d} ~~Chapter 63, Laws of 1954~~ shall be known as work scholarships.
- (1) Work scholarships may be awarded by the president of each college to students who demonstrate financial need.
 - (2) Work scholarship students shall be assigned by the president of each teachers college or his representative to perform socially desirable work in or about the college. The work shall be supervised by the president of the college or his representative, and an accurate record shall be kept of the number of hours the student works on scholarship projects.
 - (3) The hourly rates for work scholarship students shall be fixed from time to time by the Commissioner of Education.
 - (4) The president of the college may cancel a work scholarship if in his judgment such cancellation is for the best interest of either the student or the college.
 - (5) A list of work scholarship students with their duty assignments shall be kept. This list shall be subject to inspection as are other public records.
 - (6) The number of work scholarship students working any one day shall not exceed 25% of the number of full time students enrolled in the college during the semester concerned. Presidents may assign substitutes for those who are unable because of illness or other legitimate reasons to report for work and to replace those who give up their work scholarships.
 - (7) Earning through work scholarships shall not exceed 25% of the amounts receivable for room, board and tuition for the semester concerned. An estimate of the receipts from the cafeteria may be included in computing the amounts receivable for board.
 - (8) Earnings through work scholarships shall be credited to pay for tuition, room ~~and~~ or board, Board may include the student's cafeteria costs.

11. Tuition fees

Students in the New Jersey State teachers colleges and pupils in the demonstration schools of these colleges shall be charged such tuition and other fees as may be fixed from time to time by the Commissioner of Education with the approval of the State Board of Education.

12. Textbooks, supplies, and equipment

Students in the State teachers colleges and pupils in the demonstration schools of these colleges shall provide at their own expense such books, equipment, and materials as may be necessary.

13. Curriculums

All curriculums shall be prescribed by the Commissioner of Education with the approval of the State Board of Education. Each undergraduate curriculum in all State teachers colleges shall be four college years in length for those students in full time attendance or an extended equivalent time for those in part time attendance. Graduate curriculums in each State teachers college shall be one college year in length for those students in full time attendance or an extended equivalent time for those in part time attendance. Candidates for matriculation as graduate students shall hold a bachelor's degree from a college approved by the State Board of Education.

14. Degrees

Commissioner of Education

Upon the recommendation of the ~~faculty concerned~~, each student who completes an approved curriculum shall receive the appropriate degree as approved by the State Board of Education.

15. Teachers college certificates

Each graduate from a State teachers college shall receive a certificate to teach in the public schools those grades and subjects for which qualified in accord with the current certification rules and regulations of the State Board of Education.

16. Calendar for the State teachers colleges

The annual calendar and the summer session calendar for the State teachers colleges shall be arranged by the Commissioner of Education with the approval of the State Board of Education.

SUMMER SESSIONS AND
EXTENSION CLASSES

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RULES AND REGULATIONS FOR NEW JERSEY COLLEGES
SUMMER SESSIONS AND EXTENSION CLASSES

Pursuant to N.J.S.A.

~~Revised Statutes~~ 18:16 - 15

1. Courses offered shall be restricted to those departments or schools which are fully accredited for offering such courses during the fall and spring semesters of the college year and to such other courses as have been approved in advance by the Commissioner of Education.
2. Teachers shall consist of regular staff members or others with equally high qualifications.
3. ~~Students~~ *shall* be graduates of an approved secondary school or have completed at least equivalent preparation as approved by the Commissioner of Education.
4. The prerequisites for enrollment in a summer session or extension course ~~must~~ *shall* be equivalent to those prescribed for enrollment in courses in the regular college program.
5. A minimum of 15 class hours devoted to recitations exclusive of registration and final examinations ~~must~~ *shall* be required for each semester hour credit. A class hour ~~shall~~ *be* a minimum of 50 minutes.
6. The calendar of the summer session ~~must~~ *shall* meet the following requirements:
 - (a) A minimum of 30 days shall be devoted to summer class instruction exclusive of registration and final examinations.
 - (b) Classes shall not be scheduled on more than three Saturdays during the summer session.
7. Eight semester hours shall be the maximum credit load which a student is permitted to carry during a summer session of 30 days of instruction.
8. A student load of one semester hour credit for each week's attendance during a summer session shall be considered normal for full time students.
9. Courses and field projects for credit may be scheduled for concentrated periods.
 - (a) Instruction for a course or field project for one semester hour credit shall be distributed over a minimum period of 5 different days for a minimum total of 15 of 15 class hours or the equivalent in field laboratory study.
 - (b) Instruction for a course or field project for two semester hour credits shall be distributed over ten different days for a minimum total of thirty class hours or the equivalent in field laboratory study.
 - (c) Instruction for a course or field project for three semester hour credits ~~shall~~ shall be distributed over a minimum period of 15 different days for a minimum total of 45 class hours or the equivalent in field laboratory study.
 - (d) Instruction in items a, b, and c above shall include assignments in preparation for class instruction of at least 15 clock hours for each semester hour credit. Assignments may be in reading, in laboratory study and/ or group conferences.

CORRESPONDENCE SCHOOLS

You're viewing an archived copy from the New Jersey State Library
STANDARDS FOR APPROVING CORRESPONDENCE SCHOOLS
LOCATED IN NEW JERSEY

~~IN CONFORMITY WITH CHAPTER 230, LAWS OF 1949~~

Prescribed Pursuant to N.J.S.A. 18:20-36 et seq.

A. Basic Information Concerning Certificates of Approval for Correspondence Schools

1. After July 1, 1950, no correspondence school located in New Jersey shall solicit students or collect fees until a Certificate of Approval has been granted by the Commissioner of Education.
2. The receipt of a Certificate of Approval shall be assurance to the officials of a correspondence school and to the students that the school meets the standards of the New Jersey State Board of Education and that it has the legal right to operate.
3. The issuing of a Certificate of Approval to a correspondence school shall not be deemed to accredit the courses offered as valid for transfer to any other school or college in New Jersey.
4. A correspondence school located in New Jersey when approved may in its advertising use the following statement: "Approved by the Commissioner of Education of the State of New Jersey."
5. The fee for the initial issue of a Certificate of Approval shall be \$50.00.
6. A Certificate of Approval may be renewed annually upon payment of a fee of \$25.00. Fees shall be made payable to the New Jersey Commissioner of Education.
7. Any Certificate of Approval may be revoked for a good cause after a hearing.
8. An application for Certificates of Approval shall be filed with the Commissioner of Education. It shall be in the form of a letter with data to show how the following standards have been attained.

B. Standards

1. Name of the School

The name of the school shall be descriptive of its function or functions. Any word or words which suggest an official relation with a municipality or with the State shall not be used. Any change in the name of an approved school shall be registered with the Commissioner of Education prior to the use of the new name.

2. Location of the School

Any school shall be approved only for a specific location. Any change in the location of the school shall have the prior approval of the Commissioner of Education as to adequacy of facilities.

3. Administration of the School

- a. Each correspondence school shall have an executive head. The executive head of the school shall present evidence that he has the qualifications and the experience essential for competent and ethical administration of a correspondence school and that he will devote to the school the time necessary for efficient administration.

- b. The executive head of a correspondence school shall have the administrative assistance necessary for adequately manning the school and effectively coordinating the work of the teachers.
- c. Each private correspondence school located in New Jersey shall furnish such information and reports from time to time as the Commissioner of Education shall deem necessary and proper and in the manner ~~and on forms~~ prescribed by him. Failure to furnish any such information or report or to conform in every particular to standards prescribed for such private correspondence school shall be good and sufficient reason for the refusal of a Certificate of Approval for such private correspondence school or for the revocation of a Certificate of Approval previously granted.

4. Organization and Nature of Correspondence Courses

Each course of instruction offered shall consist of:

- a. A preliminary lesson or set of instructions on "How to Study" by the home-study method, or adequate instruction on how to study each lesson assignment.
- b. Textual or lesson materials which are:
 - (1) Adequate in that they cover the subject as fully and as thoroughly as announced.
 - (2) Accurate in that they are well authenticated.
 - (3) Current in that they represent reliable modern information on the subject.
 - (4) Presented in a simple, clear, interesting, and logical manner so that the students can grasp the important points readily.
 - (5) Illustrated with photographs, cuts, and drawings which clarify the explanations and not simply adorn the text.
 - (6) Printed in such a manner as to contribute to ease of study.
- c. Instructional service on each lesson or unit assignment consisting of:
 - (1) A series of examination questions or problem assignments which thoroughly stress the important phases of the subject presented and which require a demonstration of the student's ability or skill in applying the information ~~received~~ attained.
 - (2) An individualized correctional service pointing out the errors, directing the student to sources of correct information, as well as supplying additional explanations and supplementary instructional material when necessary.

d. A definite system of encouragement and stimulation of students to provide:

- (1) Regularly scheduled and thorough study of the lesson assignments.
- (2) Reasonable regularity in sending written summaries and examinations to the school for correction, comment, and evaluation.

5. ~~Instruction~~ Qualifications of Instructional Staff

Definition - A supervisor of correspondence instruction is a person responsible for grading the papers sent to the school by the students and for guiding the students in their study.

- a. Each approved correspondence school in New Jersey shall maintain an adequate and competent instructional staff.
- b. The individualized correctional service shall be in charge of a supervisor or supervisors of correspondence instruction who shall have as a minimum the following educational preparation and experience:
 - (1) A high school education and a combination of at least six years of higher education, teaching, and experience closely related to the subjects to be taught. This standard shall not operate to prevent the employment of competent assistants without these qualifications to grade papers under the direction of an approved supervisor of correspondence instruction.
 - (2) A knowledge of educational psychology and methods as those subjects apply to the courses to be taught.
- c. Each supervisor of correspondence instruction shall be endorsed by the Commissioner of Education. An approved correspondence school located in New Jersey may employ for a period of not to exceed sixty days a supervisor of correspondence instruction who has not yet attained endorsement by the Commissioner of Education. Any supervisor of correspondence instruction so employed shall attain endorsement by the Commissioner of Education for the particular assignments concerned within sixty days. In applying for endorsement of supervisors, correspondence schools shall ~~use~~ submit ~~in form provided by the Commissioner of Education to show for each supervisor concerned the following~~ data concerning each applicant for endorsement as follows:
 - (1) Educational background and attainments.
 - (2) Work experience related to the courses concerned.
 - (3) Three references who are qualified to judge the abilities of the supervisor concerned.

6. Financial Stability

Each correspondence school located in New Jersey shall annually demonstrate to the satisfaction of the Commissioner of Education that it has financial resources sufficient to carry out ~~its~~ ^{it's} program of instruction as ~~submitted for approval~~ announced in the school's official publications.

7. The Official Bulletin or Catalog

Each correspondence school located in New Jersey shall from time to time issue a printed bulletin which shall clearly indicate that it is an institution offering courses by correspondence. Its statements shall set forth the obligations of both the school and the students. The bulletin shall show the following:

- a. The name and location of the school.
- b. The name of the executive head of the school.
- c. A description of the lessons and the courses offered. Upon approval of the Commissioner of Education, this standard may be met by publishing a description of the courses offered as a bulletin separate from the catalog.
- d. The fees and tuition charged.

A correspondence school may meet this standard by publishing separately its list of fees and charges provided an up-to-date list of such fees and charges is kept filed with the Commissioner of Education in Trenton, New Jersey.

- e. Requirements for graduation.
- f. The maximum time allowed for completing each course.

8. Financial Records

Each school shall maintain detailed financial records. These records shall be subject to inspection by the Commissioner of Education or his representative.

9. Responsibility for Agents and Field Representatives

Each school shall be accountable for the acts of its licensed agents and field representatives as these acts affect the rights of students or prospective students.

10. Bonding Agents

For the faithful performance of their financial responsibilities, each correspondence school in New Jersey shall require its field representatives and agents to be bonded in an amount approved by the Commissioner of Education.

11. Preliminary Sales Training

Each private correspondence school located in New Jersey shall give its sales representatives adequate preliminary training and exercise careful supervision to guard against any misrepresentation to prospective students and to prevent the enrollment of pupils who lack qualifications for probable success in completing the course concerned.

12. Nature of the School's Contract with Student

The Contract to be approved shall enumerate the following:

- a. The total cost to the student.
- b. The initial payment at the time of registration.
- c. The amounts of subsequent payments and a statement specifying when the payments are due.
- d. A list of the books, supplies, and equipment, if any, to be furnished by the correspondence school.
- e. A list of the books, supplies, and equipment, if any, which the student must purchase in addition to those provided by the correspondence school.
- f. All other charges, ~~if any~~, which the school may make such as fees for a diploma or for graduation.
- g. The terms of settlement for the student who decides to discontinue his enrollment and withdraw from the school. ~~These terms may be printed as a supplement and attached to the regular contract used in New Jersey.~~
- h. The terms of settlement for the student who is dropped by the school. ~~These terms may be printed as a supplement and attached to the regular contract used in New Jersey.~~
- i. The particulars concerning instruction during completion periods in schools, shops, or laboratories provided such instruction is offered.

13. Completion Periods in Shops, Schools, or Laboratories

Completion periods in shops, schools, or laboratories may be offered by correspondence schools located in New Jersey provided the shop, school, or laboratory concerned is approved by the Commissioner of Education as adequate for the courses offered. If a correspondence school located in New Jersey advertises as part of a course a completion period in a school, shop, or laboratory, then the contract shall specify:

- a. The basis for qualifying as a student for admission to the shop, laboratory, or school for the completion period concerned.
- b. The location of such shop or laboratory or school.
- c. The schedule of periods of instruction in such shop, laboratory, or school.
- d. The ~~number~~ of days of instruction to which the qualified student is entitled.
- e. A description of the facilities in the shop, laboratory, or school concerned.
- f. The amount of additional tuition required, ~~if any~~, for attendance at the shop, laboratory, or school used for the completion period.

- g. The student's responsibility for paying the cost of transportation to and from the shop, laboratory, or school where the completion period is scheduled.
- h. The student's responsibility for paying the cost of room and board while in attendance during the completion period.
- i. A list of the books, supplies, and tools, ~~if any~~, which will be furnished by the school for use by the student while in attendance during the completion period and the rental cost, ~~if any~~, for the use of such books, tools, and supplies.
- j. A list of any additional tools, equipment, work clothing, books, or other items which must be purchased by the student for use during the completion period.

14. Standards for Enrollment

Each correspondence school located in New Jersey shall either:

- a. Establish and print standards of educational achievement which students shall attain before enrolling for each course offered

or

- b. Begin each course with simple basic readings and illustrations which lead gradually to the more advanced lessons.

15. Records

A summary of the student's educational achievement shall be recorded on a form planned for that purpose. These records shall be retained by the school for a period of at least 20 years.

16. Avoiding Unfair Practices

Each correspondence school to which is awarded a New Jersey Certificate of Approval shall avoid the unfair trade practices enumerated in Trade Practice Rules for Private Home Study Schools approved by the Federal Trade Commission, November 2, 1936, and as amended ~~thereafter~~ subsequent to that time.

17. Revoking a Certificate of Approval

The Certificate of Approval of a correspondence school located in New Jersey may be revoked if the Commissioner of Education after a hearing finds and determines:

- a. That the school concerned has violated the Trade Practice Rules for Private Home Study Schools approved by the Federal Trade Commission, November 2, 1936, or has violated any official amendments to these rules.
- b. That the school concerned has not maintained the ~~above~~ standards which are officially approved by the State Board of Education for New Jersey correspondence schools.

18. Amending These Regulations

The New Jersey State Board of Education reserves the right to amend these regulations from time to time and make the amendments effective after notices have been published for a reasonable time.

19. Renewing Certificates of Approval

Certificates of Approval of a correspondence school located in New Jersey shall be renewed annually upon the payment of a fee of \$25.00 provided the correspondence school concerned is complying with the current regulations of the State Board of Education.

N.J. FIELD REPRESENTATIVES AND AGENTS
OF CORRESPONDENCE SCHOOLS

STANDARDS FOR LICENSING NEW JERSEY FIELD REPRESENTATIVES
AND AGENTS OF CORRESPONDENCE SCHOOLS

~~IN CONFORMITY WITH CHAPTER 230, LAWS OF 1949~~

Prescribed Pursuant to N. J. S. A. 18:20-37

Requirements for

A. Basic ~~Information~~ Concerning Licenses:

1. No field representative or agent of any private correspondence school located outside or within the State shall solicit students or transact business in New Jersey after July 1, 1950, unless he shall have secured from the Commissioner of Education a license to be issued by him under such rules and in such form as he shall prescribe, with the approval of the State Board of Education.
2. A license to act in New Jersey as a field representative or agent of an approved correspondence school may be either provisional or standard. A standard license shall be valid for a period of one year. It shall be renewable annually unless revoked for a good cause after a hearing. A provisional license shall be valid for one year unless revoked for a good cause after a hearing. It is not renewable.
3. The fee for the issue or renewal of a license shall be \$5.00. Fees shall be paid by certified check or money order and must be made payable to the New Jersey Commissioner of Education.
4. A license issued to a particular person shall be valid only for a field representative or agent for the specific school mentioned in the license. The license shall not be transferable to another person. If employment ceases, the license shall be returned to the New Jersey Commissioner of Education.
5. The license of the field representative or agent may be endorsed for an additional school or schools upon the request of school officials concerned.

B. Qualifications Basic to Licensing:

1. A provisional non-renewable license valid for one year to serve as a field representative or agent of a correspondence school shall be issued to an applicant who presents evidence satisfactory to the Commissioner of Education that:
 - a. He has attained the age of 21 years.
 - b. He is of good moral character and has a good reputation for honesty, truthfulness, and fair dealing.
 - c. He is enrolled for an approved training program for field representatives conducted by the correspondence school concerned.
 - d. He has been employed, subject to receiving a New Jersey license, to represent a correspondence school which:
 - (1) Is approved by the proper officials in the State where located.

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- (2) Has secured approval by the New Jersey Commissioner of Education of the contract it proposes to use with New Jersey students. The contract to be approved shall enumerate the following:
 - (a) The total cost to the student.
 - (b) The initial payment at the time of registration.
 - (c) The amounts of subsequent payments and a statement specifying when the payments are due.
 - (d) A list of the books, supplies, and equipment, ~~if any~~, to be furnished by the correspondence school.
 - (e) A list of the books, supplies, and equipment, ~~if any~~, which the student must purchase in addition to those provided by the correspondence school.
 - (f) All other charges, ~~if any~~, which the school ~~may~~ makes, such as fees for a diploma or for graduation.
 - (g) The terms of settlement for the student who decides to discontinue his enrollment and withdraw from the school.
 - (h) The terms of settlement for the student who is dropped by the correspondence school.
 - (i) The particulars concerning instruction during completion periods in schools, shops, or laboratories provided such instruction is offered.
- (3) If a correspondence school advertises a completion period in a school, shop, or laboratory, the contract to be approved shall specify:
 - (a) The basis for qualifying as a student for admission to the shop, laboratory, or school for the completion period concerned.
 - (b) The location of such shop or laboratory or school.
 - (c) The schedule of periods of instruction in such shop, laboratory, or school.
 - (d) The number of days of instruction to which the qualified student is entitled.
 - (e) A description of the facilities in the shop, laboratory, or school concerned.
 - (f) The amount of additional tuition required, ~~if any~~, for attendance at the shop, laboratory, or school used for the completion period.

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- (g) The student's responsibility for paying the cost of transportation to and from the shop, laboratory, or school where the completion period is scheduled.
 - (h) The student's responsibility for paying the cost of room and board while in attendance during the completion period.
 - (i) A list of the books, supplies, and tools, ~~if~~ ~~xxx~~, which will be furnished by the school for use by the student while in attendance during the completion period and the rental cost, ~~if~~ ~~xxx~~, for the use of such books, tools, and supplies.
 - (j) A list of any additional tools, equipment, work clothing, books, or other items which must be purchased by the student for use during the completion period.
2. A standard license renewable annually unless revoked for good cause after a hearing shall be issued to an applicant who presents evidence satisfactory to the New Jersey Commissioner of Education that he has met the requirements of a. and b. as listed below:
- a. That he has satisfactorily served in New Jersey as a provisionally licensed representative of an approved correspondence school for a period of at least six consecutive months
- and
- b. That he has satisfactorily completed an approved training program for field representatives conducted by the correspondence school which he represents. Training programs to be approved for New Jersey representatives shall ~~xxxxxxx~~ provide instruction concerning:
 - (1) The Trade Practice Rules for Private Home Study Schools as approved by the Federal Trade Commission, November 2, 1936, and official amendments to these rules.
 - (2) Chapter 230, New Jersey Laws of 1949, and the rules and regulations of the New Jersey State Board of Education concerning correspondence schools and agents of correspondence schools.
 - (3) Basic laws concerning contracts and sales.
 - (4) Ethics for salesmen.
 - (5) Principles of guidance as they apply to judging the fitness of students to enroll for the correspondence courses concerned.

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C. Revoking the License of a Field Representative or Agent:

The license of a field representative or agent may be revoked if after a hearing the Commissioner of Education finds and determines:

1. That the field representative or agent concerned has violated the Trade Practice Rules for Private Home Study Schools approved by the Federal Trade Commission, November 2, 1936, or has violated any official amendment to those rules.
2. That the field representative or agent concerned has enrolled students in courses for which they are clearly unfitted on the basis of previous educational attainments and previous experience.
3. That the field representative or agent has conducted himself in a manner unbecoming a professional worker in education.

D. Cancellation of the License of a Field Representative or Agent:

The license of a field representative or agent may be cancelled if the Commissioner of Education finds and determines:

1. That the school which the agent represents has not fulfilled its contract with one or more New Jersey students.
2. That the school which the agent represents is no longer approved in the State where located.

E. Amendments:

The New Jersey State Board of Education reserves the right to amend these regulations from time to time.

F. Renewing Licenses:

Standard Licenses shall be renewed annually upon the payment of a fee of five dollars (\$5.00) provided the applicant qualifies under the regulations current at the time the fee for renewal is paid. **Provisional Licenses** shall not be renewable.

REAL ESTATE AGENTS (veterans)

State Department of Education
Trenton, New Jersey

REQUIREMENTS FOR ESTABLISHING ELIGIBILITY BY DISABLED OR WOUNDED VETERANS
TO PARTICIPATE IN THE BENEFITS PROVIDED BY ~~NEW JERSEY REVISED STATUTES~~ 45:15-11

N. J. S. A.

The educational program approved by the Department of Education of the State of New Jersey for disabled or wounded veterans who wish to qualify under the above statute shall be as follows:

12 semester credit hours or approximately 200 clock hours in courses which provide instruction concerning the following topics:

- (a) fundamentals of real estate
- (b) real estate transactions
- (c) laws of agencies
- (d) statute of frauds
- (e) processing of mortgage loans
(all types)
- (f) assessments

INSURANCE AGENTS (veterans)

State Department of Education
Trenton, New Jersey

REQUIREMENTS FOR ESTABLISHING ELIGIBILITY BY
DISABLED OR WOUNDED VETERANS TO PARTICIPATE IN THE
BENEFITS PROVIDED BY ~~NEW JERSEY REVISED STATUTES 17:22-6, AS AMENDED~~

N.J. S.C.

The educational programs approved by the Department of Education of the State of New Jersey for disabled or wounded veterans who wish to qualify under the above statute shall be as follows:

SECTION A

Courses required for those who are applying for a license to serve as an agent of accident, health, or life insurance companies:

<u>Course Titles</u>	<u>Credit in Semester Points</u>	<u>Clock Hours</u>
1. General principles of insurance	2	30
2. Health and accident insurance	2	30
3. Insurance laws and responsibilities for agents, brokers, and solicitors	1	15
4. Life insurance	<u>3</u>	<u>45</u>
TOTAL	8	120

SECTION B

Courses required for those who are applying for a license to serve as an agent of accident, health, and other insurance companies except life:

<u>Course Titles</u>	<u>Credit in Semester Points</u>	<u>Clock Hours</u>
1. General principles of insurance	2	30
2. Health and accident insurance	2	30
3. Insurance laws and responsibilities for agents, brokers, and solicitors	1	15
4. Fire insurance	2	30
5. Marine insurance	2	30
6. Casualty insurance	<u>4</u>	<u>60</u>
TOTAL	13	195

Disabled veterans who are contemplating filing an application for a broker's license under the above statute shall be required to complete Section B and the Life Insurance course listed in Section A.

SCHOOLS OF BUSINESS

STATE DEPARTMENT OF EDUCATION
DIVISION OF HIGHER EDUCATION
Trenton 8, New Jersey

STANDARDS FOR APPROVING NEW JERSEY SCHOOLS OF BUSINESS

New Jersey Schools of Business at their request may be appraised by the Division of Higher Education for the purposes of enrolling veterans under the provisions of Federal Public Law 550. If approved, such schools may be certified to the Veterans Administration in accord with authority delegated to the Commissioner of Education by the Governor.

Part I Curriculum

1. Definitions
 - a. Subject - A branch of learning.
 - b. Course - A unit of a subject organized for instructional and administrative purposes.
 - c. Curriculum - A group of courses organized as the required basis for attaining a certificate or diploma.
2. The curriculum shall be organized in accord with sound educational principles.
3. The courses of the curriculum shall be sequential in nature insofar as practical.
4. Courses to be offered in each curriculum shall be described. This description shall consist of a few sentences which shall explain the nature and extent of the course requirements.
5. The curriculums shall be consistent with the number of students enrolled, financial support, available personnel, and facilities for instruction.
6. In organizing courses and curriculums each shall be assigned a number. The maximum number of clock hours of class instruction required for completing each course shall be designated. The grouping of courses into curriculums shall be listed with the total number of clock hours scheduled for completing each curriculum offered.

Part II Faculty

1. Teachers employed before September 1, 1946.

A teacher who was regularly employed in any New Jersey School of Business on September 1, 1946, ~~is approved~~ shall be approved for that school. Such a teacher, if employed ~~in another~~ subsequently in another school, shall be classified as a "new teacher" and ~~shall~~ shall meet the standards specified for a "new teacher."

2. Qualifications of new teachers.

or may hereafter be

A "new teacher" is one who has been/employed in a New Jersey School of Business subsequent to September 1, 1946. A "new teacher" shall have the qualifications listed below in either section a or b.

Section a

- (1) Completion of a four years' curriculum in an accredited college with specialized training in the subjects to be taught.

and

- (2) Completion of a minimum of six semester points in professional education courses for teachers of business with at least one course in methods.

or

Section b

- (1) Completion of a minimum of one year of post-high school training in either an accredited college or an approved school of business with specialized training in the subjects to be taught.

and

- (2) Completion of a minimum of three years of experience in business closely related to the subjects to be taught.

and

- (3) Completion of a minimum of six semester points in professional education for teachers of business with at least one course in methods.

3. Probationary Teachers

~~Persons~~
~~Persons~~ who are qualified with the exception of the six semester points in business education including a course in methods may be employed as probationary teachers for not to exceed twelve months provided they agree to complete at an

accredited college or university the necessary business education courses within a year from the date of employment. These courses may be completed in evening, extension, or summer session classes, or by correspondence study. When the necessary business education courses ~~shall~~ have been completed satisfactorily, the probationary teacher may be employed as a regular teacher.

4. Filing Certified Evidence of Teachers Qualifications

Certified evidence of the qualifications of each teacher employed since September 1, 1946, ~~shall~~ be filed with the State Division of Higher Education.

5. Maximum Teaching Load

The class teaching load of both day and evening assignments of any full-time teacher ~~shall~~ not exceed thirty-two clock hours per week.

Part III Administration

1. The admission and retention of students shall be governed by the following:

a. The following may be admitted and classified as ~~probationary~~ ~~students~~ students matriculated for a diploma:

(1) graduates from grade 12 of accredited high schools.
or

(2) those who hold the New Jersey High School Equivalent Certificate or a Certificate of equal rank from another state.

(3) those veterans ~~or~~ ^{or satisfactory} evidence that an advisement and guidance officer of the Veterans Administration recommends enrollment in the school and the curriculum concerned.

b. Applicants who cannot qualify under the above paragraph may be admitted as special students on probation provided they have attained exemption from compulsory school attendance laws. The probationary period may not exceed two months for full-time students and four months for part-time students. A probationary student before the end of two months in day school or four months in night school shall pass satisfactorily standard tests in reading, English usage, and arithmetic. A probationary student who passes the standard tests satisfactorily may be reclassified as a diploma student. A probationary student who does not pass the standard tests with satisfactory scores within the time limits specified shall be dropped from the school.

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- c. The number of probationary students shall at no time ~~not~~ exceed ~~greater than~~ ten per cent of the number of students on roll in the school concerned. Non-high school graduates enrolled for summer sessions need not be counted as probationary students provided they are planning to reenter high school at the beginning of the fall semester.
 - d. Standard tests taken by non-graduates of high school shall be retained and, on request, made available to the Commissioner of Education or his representative.
 - e. An up-to-date list of all special students on probation shall be kept and made available to the Commissioner of Education or his representative on request.
2. The ~~recommended~~ minimum length of recitation periods ~~as they~~ shall be forty minutes for all major subjects.
 3. On the average, there ~~should~~ ^{shall} be at least one full-time instructor for every thirty day students in attendance in the school. Administrative officers may not be counted as full-time teachers.
 4. A school year shall be a minimum of thirty-two weeks.
 5. Each school of business shall maintain adequate records which show:
 - a. Subjects completed and grades attained in the high school previously attended.
 - b. Attendance at the school of business.
 - c. Subjects completed and grades attained in the school of business.
 - d. Examination scores for each non-high school graduate admitted.

Part IV Building and Equipment

1. Each school of business shall comply with State and city building requirements with respect to fire hazards, hygiene, floor space, ventilation, heat, and light.
2. The equipment ~~should~~ ^{shall} meet the following requirements:
 - a. A minimum of one typewriter to every three day school students of typewriting.
 - b. Other office machines and equipment to meet the requirements of the courses offered.

Part V Ethics

1. Scholarships may not be issued as a means for reducing tuition rates. Scholarships may be issued only if

actual endowments or gift funds are available for that purpose. This standard shall not be interpreted to prevent the exemption of a maximum of ten percent of the students from the payment of their entire tuition provided such students are in financial need.

2. No school of business may make any statement or promise, either oral or written, with reference to guaranteeing positions.
3. Each school of business shall conduct its affairs in accord with the best interests of its students and the public at large.
4. Each school of business shall maintain a satisfactory reputation for ethical relations.
5. Each school shall publish its schedule of tuition and methods of payment in its catalog or rate sheet and shall not deviate from such published rates until a new schedule of tuition is adopted and published.

BIBLE INSTITUTES

NEW JERSEY'S STANDARDS FOR BIBLE INSTITUTES

In order to secure approval to participate in the educational program for veterans under Federal Public Law 550 (1952), Bible Institutes shall meet the following standards:

1. Organization

The institution shall be incorporated as one not for pecuniary profit under the laws of the State of New Jersey. Such an institution shall be governed by a board of trustees responsible according to the articles of incorporation for the approval of institutional policies and the managing and ownership of institutional property.

2. Financial resources

Before approval, the institution shall present ^{satisfactory} evidence of financial stability. Ordinarily, this requirement may be satisfied by submitting satisfactory evidence that (1) employees are receiving incomes adequate for meeting moderate living expenses, (2) that the institution has a substantial equity in the property used or a long term lease under conditions which can be reasonably fulfilled, and (3) that financial accounting and property inventories are in accord with sound business procedures.

3. Physical equipment

Buildings and grounds shall be adequate to provide for the program advertised in the catalog and bulletins of the institution. Safety hazards shall have been eliminated. Sanitary conditions shall prevail.

4. The faculty

It shall have a faculty of competent instructors under the direction of an administrative officer who devotes full time to the instructional program of the institution. Members of the teaching staff shall have qualifications equivalent to those required for ordination in one of the denominations represented in the institution or hold a bachelor's degree based on a four years' curriculum from an accredited college.

5. Academic qualification of students

The following may be admitted and classified as students matriculated for a diploma:

- (1) graduates from grade 12 of accredited high schools.
or
- (2) those who hold the New Jersey High School Equivalent Certificate or a Certificate of equal rank from another state.
or
- (3) those veterans who present satisfactory evidence that an advisement and guidance officer of the Veterans Administration recommends enrollment in the school and the curriculum concerned.

This standard shall not operate to prevent the enrollment of non-high school graduates who wish to complete courses without credit toward meeting requirements for graduation.

6. Curriculum

The curriculum or curriculums shall be organized on a combination professional and general culture basis.

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~~and shall be organized and required of all students.~~ A program of methods and practical participation in religious activities shall be organized and required of all students.

7. Syllabi of courses offered

A brief outline of each course offered shall be kept on file in the office of the administrative officer who is in charge of the instructional program of the institute. This outline shall list the topics and sub-topics included in each course and the reading references for the guidance of students. These syllabi shall be available for inspection by the Commissioner of Education or his official representatives.

8. The catalog

The institute shall print a catalog which ~~shall include but not be limited to the following:~~ shall include but not be limited to the following:

- a. Statement of aims, purposes, and underlying philosophy.
- b. A list of faculty members showing the positions previously held by each.
- c. A list of board members showing the position held by each.
- d. An institutional calendar showing the beginning and closing dates, important holidays, and other events during the year.
- e. The curriculum or curriculums offered.
- f. The courses required in each curriculum with an indication of the number of clock hours devoted to each.
- g. Qualifications for admission of students.
- h. Requirements for graduation.
- i. General information which includes statements describing (1) location, (2) buildings, (3) equipment, (4) student health service, (5) living accommodations for students, (6) expenses for students, and (7) student activities.

9. The library

- a. A library shall be maintained in a room suitable for supervised reading and independent study.
- b. Reference books for the different courses in the curriculum shall be made available in the library.
- c. One member of the faculty who has completed approved training in library service shall be in charge of the library.
- d. All books shall be classified and indexed in accordance with approved library procedures.

10. Summer sessions

Courses offered during the summer for credit toward meeting graduation requirements shall have the same standards for time requirements in clock hours, course content and qualification for the instructor as are required for the same or similar courses taught during the regular academic year. This standard shall not be interpreted to prevent the offering of non-credit courses to meet the particular needs of summer session students.

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11. Records

Permanent Records of the scholastic achievement, personality characteristics, and religious work experience of each student shall be maintained at the institute. These ~~records~~^{shall} will be retained in a fireproof container except when being used by the officials and faculty members of the institute. The records shall be available for inspection by the New Jersey Commissioner of Education or his official representatives.

SCHOOLS OF MUSIC

STATE DEPARTMENT OF EDUCATION
TRENTON 8, NEW JERSEY

STANDARDS FOR PROFESSIONAL SCHOOLS OF MUSIC

JANUARY 1949

State Department of Education
Division of Higher Education
Trenton 8, New Jersey

STANDARDS FOR PROFESSIONAL SCHOOLS OF MUSIC
~~REVISED AND APPROVED BY STATE BOARD OF EDUCATION~~
~~ON NOVEMBER 5, 1948 UNDER CHAPTER 113, PUBLIC LAWS 1942~~
Prescribed Pursuant N.J.S.A. 18:20-31 et seq.

1. Purpose

The purpose and program of the school of music shall be for music instruction. Selling of instruments, music, or supplies or other similar activities shall be incidental to the program of instruction.

2. Curriculum

- a. The courses required for each curriculum, the number of required hours of instruction per week, and the number of weeks each student is required to attend in completing a curriculum shall be published in the official bulletin.
- b. The courses of the curriculum shall be sequential in nature.
- c. The courses shall be listed by terms or semesters and by years for each curriculum.
- d. In the official bulletin there shall be a written statement descriptive of each course offered in each curriculum. Along with this description, there shall be listed the number of hours required per week in classroom and private instruction. These requirements for each course shall be such as can be justified on the basis of student needs and the objectives of the curriculum.
- e. The required and elective courses shall be in keeping with the professional objectives of the school.
- f. All courses included in the curriculums shall be so organized and presented that they will contribute to the cultural and professional growth of the student.
- g. The curriculums shall be consistent with the number of students enrolled, financial support, available personnel, and facilities for instruction.
- h. Syllabi for all courses offered in a professional school of music shall be prepared and kept up-to-date. Copies of these syllabi shall be kept on file at the school and on request shall be made available to the Commissioner of Education or his representative.
- i. Written statements descriptive of each curriculum shall be available to the student in the official bulletin of the school.

3. Buildings and Equipment

The school shall comply with state and city building requirements with respect to fire hazards, hygiene, floor space, ventilation, heat, and

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light. All rooms and studios used for instructional purposes shall be inspected by a representative of the Commissioner of Education. Such facilities shall meet the following standards:-

- a. The rooms and studios for instruction shall be adequate for the number of students enrolled. They shall be well-lighted, heated, and ventilated.
- b. Clean and sanitary toilets shall be readily available to the students.
- c. Adequate equipment shall be available for use in instruction.
- d. There shall be adequate space for cloaks and student supplies.

4. Requirements for Admission

- a. An applicant may be admitted to a curriculum leading to a diploma, provided he shall present evidence of graduation from an accredited high school and successfully pass the entrance examinations required for his major curriculum.
- b. An applicant who is a non-high school graduate may be admitted to a curriculum leading to a diploma provided he passes with high scores the entrance examinations required for his major curriculum and also successfully passes with scores satisfactory to the Commissioner of Education standard examinations in reading, English usage, general mathematics, and scholastic aptitude.
- c. All new students shall be admitted on probation for the first term or semester. The school shall publish the conditions for termination of probation and the conditions of dismissal. These conditions shall be explained to the students.
- d. All records used as the basis for admission shall be retained by the school and on request made available to the Commissioner of Education or his representative.

5. Requirements for Matriculation

- a. Each student who successfully passes the courses of the first term or semester may be matriculated for graduation provided he demonstrates abilities which give reasonable assurance that he can qualify as a professional musician.
- b. Before matriculation, each applicant shall be rated as satisfactory by a committee of faculty members. This rating shall be on the basis of the student's performance of compositions of his own choosing. The ratings and comments of the committee members who examine the student shall be in writing, over the committee members' signatures, and kept on record during the time the student remains in attendance. These ratings and comments shall be made available on request to the Commissioner of Education or his representative.

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6. Qualifications of Teachers

Before employment, all members of the teaching staff shall have been endorsed by the Commissioner of Education as having qualifications for the anticipated teaching assignment. Evidence concerning the following shall be considered in making endorsements:-

- a. Graduation with a degree from an accredited college with adequate preparation in the subject-matter field to be taught.
- b. Completion of courses which may apply toward meeting the requirements for certification to teach music in New Jersey public schools.
- c. Former membership in the faculty of an accredited college of music.
- d. Recommendations from teachers of music or professional musicians who have attained recognition for outstanding competence. These recommendations shall certify that the person concerned has:-
 - (1) Broad experience in music as related to teaching.
 - (2) Outstanding ability in artistic performance.
 - (3) Qualifications which will make for high competence in teaching.

7. Faculty Assignments

- a. Faculty members may be assigned to teach only in those fields where they have demonstrated high competence.
- b. Instructor's time shall not be divided between two classes during one instruction period.
- c. Class size shall ordinarily be limited to 30 students. All classes with students above 30 shall be fully justified by the Directors of the school.
- d. Any teaching load in excess of twenty-five periods of one hour in length per week in the classroom or in private instruction, or both, in addition to preparation, office hours, student consultation, and committee responsibilities, shall be justified by the officials of the institution in terms of such factors as size of classes, type of teaching, or instructional emergencies.
- e. Class instruction shall be such as requires intensive study and independent application. In judging a teacher's qualifications, the following will be considered:-
 - (1) Evidence of mastery of subject matter being taught.
 - (2) Ability to awaken interest and effort.
 - (3) Ability to explain difficult subject matter.
 - (4) Ability to clarify purposes of instruction.
 - (5) Ability to make assignments.
 - (6) Ability to test student achievement.
 - (7) Ability to guide classroom discussions.
 - (8) Ability to demonstrate skills and techniques being taught.

8. Faculty Stability

The school must demonstrate to the satisfaction of the Commissioner of Education that its contracts with teachers and its emoluments for the personnel employed are such as will stabilize the faculty and keep turnover of personnel to a satisfactory minimum.

9. Minimum Number of Teachers

No school shall be approved which has fewer than two full-time teachers.

10. Library

The school shall provide through its own library the desirable reference books, magazines, records, and other materials which are necessary for thorough and efficient study in the different courses offered.

The faculty member in charge of the library shall present evidence of competence in library management. His assignment in duties other than in library shall be such as not to interfere with the efficient administration of the library.

11. Administration

- a. No person shall be approved as executive head of a professional school of music until he has demonstrated through training and by experience as a teacher in an approved school that he has the qualifications of a competent and ethical school administrator.
- b. His participation in school activities other than administration or his participation in activities not a part of the school shall be such as not to interfere with the efficient administration of the school.
- c. The executive head of a professional school of music shall have the administrative assistance necessary for adequately manning the school and effectively coordinating the work of the faculty.

12. Financial Stability

The school shall demonstrate to the satisfaction of the Commissioner of Education that it has financial stability to carry out the program of instruction submitted for approval.

13. Tuition, Fees, and Other Charges

Tuition, fees, and all other charges shall be published. The officials of the school shall justify to the satisfaction of the Commissioner of Education that the tuition, fees, and other charges are reasonable on the basis of costs and services rendered.

14. Student Achievement Records

Student records shall be kept in a fireproof container planned for such purpose. These records shall show institutions previously attended and level of attainment in each. Each course completed in the school of music and the grade attained shall be recorded on the student's permanent record.

15. Diplomas

If diplomas are awarded, the requirements for attaining such shall be published in the official bulletin of the school. Written statements concerning these requirements shall be available to the students.

16. Official Bulletin

The official bulletin of the school shall be printed or mimeographed. It shall describe fully and clearly the program of the school and the administration regulations. Its statements shall set forth the relationship between the obligations of both the school and the students. The bulletin to be printed shall show:-

- a. Statement of objectives.
- b. Location of the school.
- c. Courses offered.
- d. Tuition and fees charged.
- e. Equipment available.
- f. Names and qualifications of the teachers.

All statements in the bulletin shall be accurate and comprehensive.

17. Ethics

- a. Persons shall not be listed or advertised as members of the faculty or staff of the school unless said persons are regularly employed to teach one or more subjects in the curriculum.
- b. Persons employed as lecturers or demonstrators may be listed in publications and advertising as such and not as teachers.
- c. No officer or employee of any school shall solicit any student to leave an institution at which he is in attendance, whether it be a high school, college, university, or other music school.
- d. No student or prospective student shall be allowed a premium or other special financial inducement for registration.
- e. No school may advertise that it is endorsed by manufacturers, business establishments, organizations, or individuals unless it can present written evidence of the fact.
- f. The school shall not misrepresent actual or probable earnings or opportunities for its graduates.

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- g. The school shall state specifically in writing its policy in regard to refunds and allowances for absences and withdrawals.
- h. All advertising shall be honest and sincere and shall not tend to discredit any other school.
- i. In the publications of the professional school, only those degrees which have been conferred by accredited colleges or universities shall be listed for faculty members. It shall be the responsibility of the school to have written verification of the conferral of all degrees listed in its publications.
- j. The school shall have a reputation for ethical dealings with its students, its faculty, and with the public.
- k. Scholarships may not be issued as a means for reducing tuition rates. Scholarships may be issued only if actual endowments or gift funds are available for that purpose.

SCHOOLS OF ART

STATE DEPARTMENT OF EDUCATION
TRENTON 8, NEW JERSEY

STANDARDS FOR PROFESSIONAL SCHOOLS OF ART

JANUARY 1949

State Department of Education
Division of Higher Education
Trenton 8, New Jersey

STANDARDS FOR PROFESSIONAL SCHOOLS OF ART
~~REVISED AND APPROVED BY STATE BOARD OF EDUCATION~~
~~ON NOVEMBER 5, 1948 UNDER CHAPTER 113, PUBLIC LAWS 1942~~

Prescribed Pursuant to N. J. S. A. 18:20-31 et seq.

1. Purpose

The purpose and program of the school of art shall be for art instruction. Selling of paintings or art supplies or other similar activities shall be incidental to the program of instruction.

2. Curriculum

- a. The courses required for each curriculum, the number of required hours of instruction per week, and the number of weeks each student is required to attend in completing a curriculum shall be published in the official bulletin.
- b. The courses of the curriculum shall be sequential in nature.
- c. The courses shall be listed by terms or semesters and by years for each curriculum.
- d. In the official bulletin there shall be a written statement descriptive of each course offered in each curriculum. Along with this description, there shall be listed the number of hours required in classroom and studio instruction. These requirements for each course shall be such as can be justified on the basis of student needs to reach the objectives of the curriculum.
- e. The required and elective courses shall be in harmony with the professional objectives of the school.
- f. All courses included in the curriculums shall be so organized and presented that they will contribute to the cultural and professional growth of the student.
- g. The curriculum shall be consistent with the number of students enrolled, financial support, available personnel, and facilities for instruction.
- h. Syllabi for all courses offered in a professional school of art shall be prepared and kept up-to-date. Copies of these syllabi shall be kept on file at the school and on request shall be made available to the Commissioner of Education or his representative.
- i. Written statements descriptive of each curriculum shall be available to the student in the official bulletin of the school.

3. Buildings and Equipment

The school shall comply with state and city building requirements with respect to fire hazards, hygiene, floor space, ventilation, heat, and light.

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All rooms and studios used for instructional purposes shall be inspected by a representative of the Commissioner of Education. Such facilities shall meet the following standards:-

- a. The rooms and studios for instruction shall be adequate for the number of students enrolled. They shall be well-lighted, heated, and ventilated.
- b. Clean and sanitary toilets shall be readily available to the students.
- c. Adequate equipment shall be available for use in instruction.

4. Requirements of Admission

- a. An applicant who is a graduate of an accredited high school may be admitted, provided he successfully passes an examination in proportion, perspective, imagination, and color perception.
- b. An applicant who is not a high school graduate may be admitted provided he successfully passes, with scores satisfactory to the Commissioner of Education, standard examinations in reading, English usage, general mathematics, and scholastic aptitude. In addition, the non-high school graduate shall be required to pass an examination in proportion, perspective, imagination, and color perception.
- c. All new students shall be admitted on probation for the first term or semester. The school shall publish in its official bulletin the conditions for termination of probation. The school shall also publish causes for dismissal.
- d. All records used as a basis for admission shall be retained by the school. These records shall include all examination papers submitted. All records including examination papers shall, upon request, be made available to the Commissioner of Education.

5. Requirements for Matriculation

- a. Each student who successfully passes the courses of the first term or semester may be matriculated for graduation provided he demonstrates abilities which give reasonable assurance that he can qualify as a professional artist.
- b. Before matriculation, each applicant shall be rated as satisfactory by a committee of faculty members. This rating shall be on the basis of a portfolio of projects completed by the student concerned. Projects rated as the basis for matriculation shall be retained in the office of the school during the time the student remains in attendance. The contents of the portfolio shall be made available on request to the Commissioner of Education or his representative.

6. Qualifications of Teachers

Before employment, all members of the teaching staff shall have been endorsed by the Commissioner of Education as having qualifications for the anticipated teaching assignment. Evidence concerning the following will be considered:-

- 3 -

- a. Graduation with a degree from an accredited college with adequate preparation in the subject-matter field to be taught.
- b. Completion of courses which may apply toward certification to teach art in the New Jersey public schools.
- c. Former membership in the faculty of an accredited college of art.
- d. Recommendations from teachers of art or professional artists who have attained recognition for outstanding competence. These recommendations must certify that the person concerned has:-
 - (1) Broad experience in art as related to teaching.
 - (2) Outstanding ability in artistic performance.
 - (3) Qualifications which will make for high competence in teaching.

7. Faculty Assignments

- a. Faculty members may be assigned to teach only in those fields where they have demonstrated high competence.
- b. Instructor's time shall not be divided between two classes during one instruction period.
- c. Class size shall ordinarily be limited to 30 students. All classes with students above 30 shall be fully justified by the Directors of the school.
- d. Any teaching load in excess of twenty-five periods of one hour in length per week in the classroom or in private instruction, or both, in addition to preparation, office hours, student consultation, and committee responsibilities, shall be justified by the officials of the institution in terms of such factors as size of classes, type of teaching, or instructional emergencies.
- e. Class instruction shall be such as requires broad reading, intensive study, group discussion, independent application, high quality in oral and written communication, and ability in reaching justifiable conclusions. In judging a teacher's qualifications, the following will be considered:-
 - (1) Evidence of mastery of subject matter being taught.
 - (2) Ability to awaken interest and effort.
 - (3) Ability to explain difficult subject matter.
 - (4) Ability to clarify purposes of instruction.
 - (5) Ability to make assignments.
 - (6) Ability to test student achievement.
 - (7) Ability to guide classroom discussions.

8. Faculty Stability

The school ~~must~~^{shall} demonstrate to the satisfaction of the Commissioner of Education that its contracts with teachers and its emoluments for the personnel employed are such as will stabilize the faculty and keep turnover of personnel to a satisfactory minimum.

9. Minimum Number of Teachers

No school shall be approved which has fewer than two full-time teachers.

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The faculty member in charge of the library shall present evidence of competence in library management. His assignment in duties other than in library shall be such as not to interfere with the efficient administration of the library.

11. Administration of the School

- a. No person shall be approved as executive head of a professional school of art until he has demonstrated through training and by experience as a teacher in an approved school that he has the qualifications of a competent and ethical school administrator.
- b. His participation in school activities other than administration or his participation in activities not a part of the school shall be such as not to interfere with the efficient administration of the school.
- c. The executive head of a professional school of art shall have the administrative assistance necessary for adequately manning the school and effectively coordinating the work of the faculty.

12. Financial Stability

The school shall demonstrate to the satisfaction of the Commissioner of Education that it has financial stability to carry out the program of instruction submitted for approval.

13. Tuition, Fees, and Other Charges

Tuition, fees, and all other charges shall be published. The officials of the school shall justify to the satisfaction of the Commissioner of Education that the tuition fees, and other charges are reasonable on the basis of costs and services rendered.

14. Student Achievement Records

Student records shall be kept in a fireproof container planned for such purpose. These records shall show institutions previously attended and level of attainment of each student concerned. Each course completed in the school and the grade attained shall be recorded on the student's permanent record.

15. Diplomas

If diplomas are awarded, the requirements for attaining such shall be published in the official bulletin of the school. Written statements concerning these requirements shall be available to the students.

16. Official Bulletin

The official bulletin of the school shall be printed or mimeographed. It shall describe fully and clearly the program of the school. Its statements shall set forth the relationship between the obligations of both the school and the students. The bulletin to be printed shall show:-

- a. Statement of objectives.
- b. Location of the school.
- c. Courses offered.
- d. Tuition and fees charged.
- e. Equipment available.
- f. Names and qualifications of the teachers.
- g. School calendar.

All statements in the bulletin shall be accurate and comprehensive.

17. Ethics

- a. Persons shall not be listed or advertised as members of the faculty or staff of the school unless said persons are regularly employed to teach one or more subjects in the curriculum.
- b. Persons employed as lecturers or demonstrators shall be listed in publications and advertising as such, and not as teachers.
- c. No officer or employee of any school shall solicit any student to leave an institution at which he is in attendance, whether it be a high school, college, university, or other art school.
- d. No student or prospective student shall be allowed a premium or other special financial inducement for registration.
- e. No school may advertise that it is endorsed by manufacturers, business establishments, organizations, or individuals unless it can present written evidence of the fact.
- f. The school shall not misrepresent actual or probable earnings or opportunities for its graduates.
- g. The school shall state specifically in writing its policy in regard to refunds and allowances for absences and withdrawals.
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- j. The school shall have a reputation for ethical dealings with its students, its faculty, and with the public.

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- k. Scholarships may not be issued as a means for reducing tuition rates. Scholarships may be issued only if actual endowments or gift funds are available for that purpose.