

A-1374

STANDARDS FOR APPRAISING NEW JERSEY COLLEGES
JUNIOR COLLEGES, AND PROFESSIONAL SCHOOLS OF COLLEGIATE GRADE PURSUANT TO
N.J.S.A. 18:14-1.3 AND 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

Any school district which proposes to organize a junior college pursuant to N.J.S.A. 18:14-1.3 or any private corporation which proposes to organize a junior college, college or professional school pursuant to N.J.S.A. 18:20-5, Chapter 261, N.J.S.A. 18:20-1.1, and Chapter 113, Public Laws of 1942, N.J.S.A. 18:20-31 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:

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- 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,

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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. Quality 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 competent faculty, the development of an excellent library, the maintenance of adequate laboratory facilities, classroom space offices and conference rooms, and 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 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 N.J.S.A. 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 N.J.S.A. 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. Curriculum

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.