

RULES AND REGULATIONS FOR THE
NEW JERSEY STATE TEACHERS COLLEGES
PURSUANT TO N.J.S.A. 18:16-20 and 18:16-35

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 examination 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.

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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 not cause the total enrollment to exceed the quota established by the Commissioner of Education.
- b. That the student shall submit 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.

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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 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.A. 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 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

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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. 18:16-27.1 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) Earnings 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 or board or any combination thereof. 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. Curriculum

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

Upon the recommendation of the Commissioner of Education, 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.