

A-1377

STANDARDS FOR APPROVING NEW JERSEY SCHOOLS OF BUSINESS

The 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 curriculum 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, shall be approved for that school. Such a teacher, if employed subsequently in another school, shall be classified as a "new teacher" and shall meet the standards specified for a "new teacher."

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2. Qualifications of new teachers.

A "new teacher" is one who has been or may hereafter be 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 who are qualified with the exceptions 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.

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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 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.

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 exceed 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 minimum length of recitation periods shall be forty minutes for all major subjects.
 3. On the average, there 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 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 the 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.