

Contract Routing Review & Approval

Contracts involving the College must be approved and executed pursuant to delegated authority¹ and those that create financial obligations for the College must also be consistent with established budgets and comply with applicable College purchasing policies. To ensure that all College contracts receive the appropriate review, approval and signatures, this Contract Routing Review & Approval form and process must be used for all College contracts. This form should be completed in the order set forth below. The Department Head should insert the payment amounts and chartfield confirming that the financial obligations are within budget and cognizant Vice President signatures have been obtained, contracts must be forwarded to the Supporting Department (i.e., IT, Facilities, etc.), if applicable; then to the Executive Director of Procurement, who will determine if additional review by the Risk Manager, Office of the General Counsel ("OGC") and/or the Office of the Treasurer ("OT") is required. A contract in a form of contract that has been previously drafted or reviewed and approved by the OGC ("OGC Approved Form") that varies from the OGC Approved Form not in its terms and conditions, but only in such transaction specific data as the price, dates for performance and vendor name and address, does not require the review and approval of the OGC. Such contracts in the OGC Approved Form that require no payments from the College likewise do not require the review and approval of the OT (unless delegated authority would otherwise so require), but a copy of the executed contract and completed Contract Routing Review & Approval must still be sent to the Executive Director of Procurement for archival and auditing purposes.

With their signatures below, authorized individuals indicate their review and approval of the attached contract.

Payments due from College (Current FY Only)	All FYs (Current & Future)	Chartfield
\$ N/A	\$ N/A	N/A

Carole Kenner

Department Head Signature

Carole Kenner, Dean

Print Name

5-24-2022

Date

Check box if contract is an OGC Approved Form and list OGC Approved Form Code here: _____

Vice President Signature²

Jeffrey M. Osborn, PhD, Provost

Print Name

05.24.2022

Date

Check box if contract will be signed by this Vice President.

Supporting Department Signature (if applicable)

Print Name

Date

Exec. Director of Procurement Signature

Print Name

Date

Contracting Agent Signature
President or Treasurer (if applicable)

Print Name

Date

Approved with respect to legal issues:

Office of General Counsel Signature

Print Name

Date

¹ Authority to approve and/or sign certain contracts has been delegated to the Contracting Agent and specific vice presidents. If a vice president has authority to sign a contract, that vice president should so indicate on the form so that the contract can be routed back to the vice president for execution after this form is completed. Some contracts require additional approval by the Contracting Agent or President, while still others require additional approval by the Board of Trustees (e.g., contracts in excess of the threshold amount (currently \$33,300) that were not publicly bid), and/or a specific Board officer or Committee, and/or the New Jersey Comptroller (contracts involving payments in excess of \$10,000,000). The absence of signature lines on this form for such additional approvals does not mean that such additional approvals are not necessary. If such additional approvals are necessary, a Supplemental Required Approval Form should be completed as well.

² In limited circumstances, the signature of a duly authorized designee who directly reports to the Vice President (e.g., a dean reporting to the Provost) may substitute for the Vice President's signature if that Vice President has expressly delegated signature authority to that designee for that type and dollar amount of contract.

County College of Morris
and
The College of New Jersey

Program to Program – Guaranteed Transfer Agreement
between
Exercise Science Associate of Science degree from County College of Morris and the Bachelor of
Science Health & Exercise Science at The College of New Jersey

In the interest of providing County College of Morris students with improved opportunities to excel in higher education, The College of New Jersey (TCNJ) and County College of Morris (CCM) agree to create a Program-to-Program Guaranteed Transfer Agreement between the Exercise Science Associate of Science (A.S.) degree at CCM and the Health & Exercise Science (HESA) Bachelor of Science major at TCNJ.

This agreement is in full compliance with the State of New Jersey's Transfer Policy of September 2007, and the Comprehensive Statewide Transfer Agreement. The successful implementation of the agreement depends upon communication of its contents to all involved participants, and assumptions of responsibility by both institutions for such communication. Periodic reviews and updates are essential.

1. TCNJ will guarantee transfer admission, acceptance of up to 64 credits earned with a grade of 'C' or better that count toward the A.S. degree in the Exercise Science Program, meet TCNJ equivalents, and full junior status to all graduates in good standing of the Exercise Science Associate of Science (ESAS) degree at CCM. TCNJ admission will be granted to students who have fulfilled the following criteria:
 - a. Declared their participation in this program while enrolled at CCM by completing the non-binding Intent to Enroll Form. Students are encouraged to submit their application to the program before they have completed 45 credits at CCM in order to maximize the efficiency of their transfer to TCNJ. TCNJ further agrees to accept up to 64 credits for the CCM student.
 - b. Followed the appropriate transfer program of prescribed selections for TCNJ while at CCM listed in the Associate of Science in the Exercise Science Program Curriculum – Transfer Advising Guide.
 - c. Graduated with their Associate of Science degree at CCM.
 - d. Earned a cumulative grade point average of at least 3.00.
 - e. Applied for transfer admission by the TCNJ identified transfer application deadline.
 - i. Currently, students entering the program in the fall can complete the TCNJ HESA program in 2 years.
 1. Spring admittance may extend program completion to 2.5 years.
2. This agreement between CCM and TCNJ goes into effect immediately upon the receipt of the signatures of each institution.
3. This agreement shall be subject to review and renewal every five years, unless program changes are implemented at either institution.
4. CCM will provide its students with full information about the Program to Program Guaranteed Transfer Admission Program that falls under the overall Guaranteed Transfer Agreement with TCNJ and CCM.

Students under this Program to Program Agreement will be eligible for the benefits outlined in the TCNJ-CCM overall Guaranteed Transfer Agreement.

5. Students who declare their intent to participate will work directly with CCM Transfer & Career Services, as well as counseling and advising staff to obtain assistance with course selections which fulfill TCNJ's requirements.
6. CCM will provide TCNJ with the names and contact information of students who have enrolled in the Program to Program – Guaranteed Transfer Agreement Program and TCNJ will establish communication with the participating students. Students will provide this information and permission to share information when they complete the CCM -TCNJ Guaranteed Transfer Admission Intent to Enroll Form.
7. The regular process for transfer admission to TCNJ will remain for CCM students who do not participate in this program, as well as for program participants who do not fulfill the requirements listed in Article 1: Transfer Advising Guide (attached) of this document.

Signatures:

Dr. Carole Kenner
**Dean, School of Nursing, Health, and
Exercise Science**
The College of New Jersey

Carole Kenner 05-23-22
Date

Dr. Anthony Iacono
President
County College of Morris

Anthony Iacono 5/13/22
Date

Dr. Jeffrey Osborn
Provost/Vice President for Academic
Affairs
The College of New Jersey

Jeffrey Osborn
Date 05.24.2022

Patrick Enright
Vice President for Academic Affairs
County College of Morris

Patrick Enright
Date 5/9/22

Article 1: **TRANSFER ADVISING GUIDE**

Equivalent Courses
 Exercise Science (A.S.) from County College of Morris to
 Health & Exercise Science (B.S.) at The College of New Jersey

County College of Morris Exercise Science, A.S. Degree Courses	Credits	The College of New Jersey Course Areas Satisfied Health & Exercise Science, B.S. (128 Credits/32 Units)	Units
HES 111: Intro to Exercise Science	3	HES 172: Foundations of HES	3/.75
PSY 113: General Psychology	3	LL/PSY101 General Psychology	3/.75
ENG 111:English Composition I	3	LL/FYW102	3/.75
MAT 124: Statistics	3	LL/STAT 115: Statistics	3/.75
BIO 101: Anatomy & Physiology I	4	HES 103/203: A&P I	4/1
	16		16/4
BIO 102: Anatomy & Physiology II	4	HES 105/205: A&P II	4/1
ENG 112:English Composition II	3	LL/FYW102	3/.75
Humanities/SS elective	3	Liberal Learning	3/.75
HES 211: Kinesiology	3	Elective	3/.75
HES Restrictive Courses (x2)	2	Elective	2/.50
	15		15/3.75
HES 212: Exercise Physiology	3	HES 211: Applied Physiology	3/.75
HED 286: Personal Health & Wellness	3	HES 160: Health & Wellness	3/.75
COM 109: Speech Fundamentals	3	Elective	3/.75
CMP 135: Computer Concepts w/Application	3	Elective	3/.75
HES 115: Personal & Family Nutrition	3	Elective	3/.75
	15		15/3.75
HES 213: Exercise Msmt & Prescription	3	Elective	3/.75
HED 295: First Aid/Emergency Care	3	Elective	3/.75
CHEM 117/118: Intro to Chemistry Lec/Lab OR CHEM 125/126: General Chemistry Lec/Lab	4	LL/Natural Science	4/1
Humanities Elective	3	LL/ humanities, historical, diversity & global	3/.75
HES Restrictive Course (internship)	1	Elective	1/.25
	14		14/3.5
EX Program TOTAL	60 cr.		60/15
Possible total	64 cr.		64/16

- Completing the A.S. degree in the Exercise Science Program from CCM will waive all Liberal Learning requirements at TCNJ.

Not part of the official document. For internal advisement.

Information below is to be used as a guide to meet general education requirements and outline remaining TCNJ HPET courses upon transfer.

CCM Exercise Science A.S. to TCNJ HES B.S. Transfer Equivalentts

**HEALTH & EXERCISE SCIENCE DEPARTMENT
REVISED EXERCISE SCIENCE TRACK- Fall 2020
4 YEAR SEQUENCE**

Year 1					
Fall Semester 1			Spring Semester 2		
Units	Course	Goal	Units	Course	Goal
1	First Year Seminar	LL-FSP	1	Stat 115 or 215	LL-QR (1)
1	Academic Writing (if complete...take Stats)	LL-Wrtg/Spkg	1	BIO 201 FND of Biological Inquiry	LL-Nat Sci (2)
1	HES 103/203 Anatomy & Physiology	CC (1)	1	HES 105/205 Applied Anat. & Phys	CC (3)
1	HES 172 Foundations of Health ** & Exercise Science (or HES 160)	CC (2)	1	HES 160 Health & Wellness Issues (or HES 172)**	CC (4) LL (3) Behavioral/Cultural
4			4		
Year 2					
Fall Semester 3			Spring Semester 4		
Units	Course	Goal	Units	Course	Goal
1	Liberal Learning/Arts & Humanities Literary, Visual, Performing Arts Include a Civic Responsibility	LL- option (3)	1	Liberal Learning/Arts & Humanities World Views, Ways of Knowing Include a Civic Responsibility	LL-Arts/Hum (5) WVWK
1	Liberal Learning/Social Science Behavioral, Cultural, Social Include a Civic Responsibility	LL-Arts/Hum (4) LVPA	1	Elective	EL (1)
1	HES 250 Nutrition and Metabolism (prereq BIO 201/HES 103/203)	CC (5)	1	HES 211 Applied Physiology	CC (7)
1	HES 210: Applied Strength & Conditioning –	CC (6)	1	Liberal Learning/Social Science Historical Perspective Include a Civic Responsibility	LL-Soc Sci (6) History
4			4		
Year 3					
Fall Semester 5			Spring Semester 6		
Units	Course	Goal	Units	Course	Goal
1	Liberal Learning Suggested: Quantitative Reasoning/ Natural Science elective or SS (ex. Calc/Bio/Chem/Psy)	LL- option (7)	1	Liberal Learning Suggested: Quantitative Reasoning/ Natural Science elective or SS (ex. Calc/Bio/Chem/Psy)	LL (8)
1	HES 302 Assessment & Eval of Human Performance Research	CC (8)	1	HES 320 Research Methods	CC (9)
1	Elective	EL (2)	1	HES 300: Pediatric Exercise	CC (10)
1	Elective	EL (3)	1	HES 301 Biomechanics	CC (11)
0.25	HES 396: EIM Jr. Internship I**	CC	0.25	HES 397: EIM Jr. Internship II**	CC
4			4		
Year 4					
Fall Semester 7			Spring Semester 8		
Units	Course	Goal	Units	Course	Goal
1	Elective	EL (4)	1	Elective	EL (6)
1	HES 405 Clinical Exercise Physiology	CC (12)	2	HES 496 Internship**	CC (14-15)
1	HES 410 Exercise Physiology And Exercise Prescription	CC (13)	1	HES 497 Seminar in Hlth & Ex Sci (Capstone)**	CC (16)
1	Elective	EL (5)		**	
4			4		

HES courses in blue only offered 1x per year in semester identified above

Units for TCNJ HESA Program Completion

- 32 units needed for graduation
- 60 Credits/15 units completed @ CCM (maximum of 64 Credits/16 units)
- 17 units remaining (16 units if 64 credits transferred)

Remaining courses and total of 17 units required.

Fall 5 th Semester (4.25 units)	6 th Semester (4.25-5.25 units)	7 th Semester (4-5 units)	8 th Semester (4 units)
BIO 171/201 HES 210 HES 250 HES 302 HES 396 (0.25)	HES 300 HES 301 HES 320 HES 397 (0.25) Elective ** Overload	HES 405 HES 410 Elective Elective ** Overload	HES 496 (2 units) HES 497 Elective
Winter &/or Summer			
Elective (s) may be taken here Or Course to eliminate the need for overload			

** - taken in one semester, cost associated with OL, but less in 7th semester (pay for 0.5 instead of 1 unit)