

## Contract Routing Review & Approval

Contracts involving the College must be approved and executed pursuant to delegated authority<sup>1</sup> 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
\$ <u>N/A</u> <i>Carole Kenner</i>	\$ <u>N/A</u>	<u>N/A</u>

Department Head Signature: *Carole Kenner*      Carole Kenner, Dean      5-24-2022  
 Print Name: \_\_\_\_\_      Date: \_\_\_\_\_

Check box if contract is an OGC Approved Form and list OGC Approved Form Code here: \_\_\_\_\_  
 Vice President Signature<sup>2</sup>: *Jeffrey M. Osborn*      Jeffrey M. Osborn, PhD, Provost      05.24.2022  
 Print Name: \_\_\_\_\_      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: \_\_\_\_\_      Print Name: \_\_\_\_\_      Date: \_\_\_\_\_  
 President or Treasurer (if applicable)

Approved with respect to legal issues:

Office of General Counsel Signature: \_\_\_\_\_      Print Name: \_\_\_\_\_      Date: \_\_\_\_\_

<sup>1</sup> 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.

<sup>2</sup> 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.  
 Revised 10-31-18



County College of Morris  
and  
The College of New Jersey

Program to Program – Guaranteed Transfer Agreement  
between

Public Health Associate of Science degree from County College of Morris and the Public Health Bachelor of  
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 Public Health (A.S.) degree at CCM and the Public Health (PH) 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 Public Health Program, meet TCNJ equivalents, and full junior status to all graduates in good standing of the Public Health Associate of Science (PHAS) 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 Public Health 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 Public Health 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  
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 5/21

Article 1: **TRANSFER ADVISING GUIDE**  
**CCM Public Health A.S. to TCNJ Public Health B.S. Transfer Equivalents**

Equivalent Courses Public Health (A.S.) from Community College of Morris to Public Health (B.S.) at The College of New Jersey			
Community College of Morris Public Health, A.S. Degree Courses (60 Credits/15 Units)	Credits	The College of New Jersey Course Areas Satisfied Public Health B.S. (128 Credits/32 Units)	Credits/Units
ENG 111- English Composition I	3	FYW102/0.75	3/.75
ENG 112 - English Composition II	3	Elective	3/.75
MAT 124 - Statistics	3	STA115	3/.75
CMP 135 - Computer Concepts with Appl	3	Elective	3/.75
CHM 117/118 - Intro Chemistry Lecture/Lab	4	BIO 201	4/1
Or CHM 125/126 - Gen Chemistry Lecture/Lab			
	<b>16</b>		<b>16/4</b>
PSY 113 General Psychology	3	PSY101//Liberal Learning	3/.75
History Elective	3	Historical Perspective/Liberal Learning	3/.75
COM 109 Speech Fundamentals (COM-104. Interpersonal Communication. COM-105. Media Literacy)*	3	Communication Requirement 1	3/.75
PHL 114 Ethics	3	PHL100/Liberal Learning	3/.75
SOC 120 Principles of Sociology	3	SOC101 (Social Sciences)/Liberal Learning	3/.75
	<b>15</b>		<b>15/3.75</b>
HED 115 Personal and Family Nutrition	3	Elective	3/.75
BIO 101 Anatomy & Physiology I	4	BIO 141 – A&P I (NS- Lib Learning)	4/1
BIO 102 Anatomy & Physiology II	4	BIO 142 – A&P II (NS- Lib Learning)	4/1
HED 286 Personal Health & Wellness* <b>OR</b>	3	PBH 220 – Wellness Promotion	3/.75
HED 112 Drugs, Society & Human Behavior	-	-	-
HED 295 First Aid & Emergency Care	3	Elective	3/.75
	<b>17</b>		<b>17/4.25</b>
Exercise Science Restricted Elective	1	Elective	1/0.25
NUR 106 Medical Terminology	2	Elective	2/0.5
PBH 101 Principles of Public Health	3	PBH 099: Intro to PH	3/.75
Language Sequence I <b>AND</b>	3	Second Language Requirement I	3/.75
Language Sequence II	3	Second Language Requirement II	3/.75
<b>OR</b>	<b>OR</b>	<b>OR</b>	<b>OR</b>
Diversity Elective* <b>AND</b>	3	Civic Responsibility/Liberal Learning	3/.75
Free Elective	3	Elective	3/.75
	<b>15</b>		<b>15/3.75</b>
PH Program	60	PH Program	60/15
Total Potential	64	Total Potential	64/16

\*Preferred

- Completing the A.S. degree in the Public Health from CCM will waive all Liberal Learning requirements at TCNJ.

Equivalent Courses per semester at CCM  
Public Health (A.S.) from Community College of Morris to  
Public Health (B.S.) at The College of New Jersey

<b>Community College of Morris Health Science, A.S. Degree Courses (60 Credits/15 Units)</b>	Credits	<b>The College of New Jersey Course Areas Satisfied Public Health B.S (128 Credits/32 Units)</b>	Credits/ Units
ENG 111- English Composition I PBH 101 Principles of Public Health MAT 124 - Statistics PSY 113 General Psychology Exercise Science Restricted Elective	3 3 3 3 1	FYW102/0.75 PBH 099: Intro to PH STA115 PSY101/Liberal Learning Elective	3/.75 3/.75 3/.75 3/.75 1/.25
	<b>13</b>		<b>13/3.25</b>
BIO 101 Anatomy & Physiology I ENG 112 - English Composition II History Elective CMP 135 - Computer Concepts with Appl SOC 120 Principles of Sociology	4 3 3 3 3	Natural Science/Liberal Learning BIO 141:A&P I Elective Historical Perspective/Liberal Learning Elective SOC101 (Social Sciences)/Liberal Learning	4/1 3/.75 3/.75 3/.75 3/.75
	<b>16</b>		<b>16/4</b>
BIO 102 Anatomy & Physiology II NUR 106 Medical Terminology COM 109 Speech Fundamentals <i>(COM-104. Interpersonal Communication, COM-105. Media Literacy)*</i>	4 2 3	Natural Science/Liberal Learning BIO 141:A&P II Elective Communication requirement <i>COM 335: Interpersonal Health Communication COM 345: New Media and Health Communication</i>	4/1 2/0.5 3/.75
HED 286 Personal Health & Wellness* <b>OR</b> HED 112 Drugs, Society & Human Behavior	3 -	PBH 220 – Wellness Promotion	3/.75
Language Sequence I (preferred) <b>OR</b> Diversity Elective	3 -	Second Language Requirement I Civic Responsibility/ Liberal Learning	3/.75
	<b>15</b>		<b>15/3.75</b>
PHL 114 Ethics HED 115 Personal and Family Nutrition HED 295 First Aid & Emergency Care Language Sequence II <b>OR</b> Free Elective CHM 117 & 118 - Intro Chemistry Lect/Lab <b>OR</b> CHM 125/126 - Gen Chemistry Lecture/Lab	3 3 3 3 4	PHL 135- Contemp Moral Issues/LL Elective Elective Second Language Requirement II or Elective BIO 201 Req Natural Science/Liberal Learning	3/.75 3/.75 3/.75 3/.75 4/1
	<b>16</b>		<b>16/4</b>
<b>PH Program</b>	<b>60/15</b>	<b>PH Program</b>	<b>60/15</b>
<b>Total Potential</b>	<b>64/16</b>	<b>Total Potential</b>	<b>64/16</b>
<b>Total Potential</b>			

\*Preferred

- Completing the A.S. degree in the Public Health from CCM will waive all Liberal Learning requirements, including second language 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 Public Health courses upon transfer.

**TCNJ Public Health Planner**

Semester 1	Semester 2
PBH 099: Intro to PH (0) FYS – First Year Seminar PBH 220 – Wellness Promotion STAT 115- Statistics Second Language (101 level)	PBH 240 –Epidemiology BIO 171/201- Form & Functn/Bio Inquiry WRI 102 Second Language (102 level) or LL/Elective
Semester 3	Semester 4
PBH 379 – Environment & Occupational Health PBH 350 Public Health Education Communications Concentration course (1 of 3 from approved list) Second Language (103 level) or Liberal Learning or Elective	PBH 375 – Population Approach to World Health Communications Concentration course (2 of 3) Liberal Learning or Elective Liberal Learning or Elective
Semester 5	Semester 6
PBH 376 Health Sys, Admin and Policy Social and Behavioral Sciences course (from list) LL or Elective LL or Elective	PBH 401: Research Methods (Core) Concentration Communication Course (3 of 3) LL or Elective LL or Elective
Semester 7	Semester 8
PBH 405: Capstone Internship in Public Health (120 hours, 1 course units) Students must plan their Capstone with Capstone Coordinator at least one semester prior to beginning the Capstone LL or Elective LL or Elective LL or Elective	PBH 406: Capstone Paper (1 course units), Prior approval needed AND spring semester Capstone may be extended into the summer term if needed with prior approval of Capstone Coordinator. LL or Elective LL or Elective LL or Elective

**With an AS degree transfer with 60-64 credits**

**Remaining units required for graduation from the Public Health Program at TCNJ**

**15-16 Units completed/16-17 needed for TCNJ PH BS program completion**

**Sequence of Courses/Semesters for program completion**

Semester 5 (4)	Semester 6 (4-5)	Winter or Summer	Semester 7 (4-5)	Semester 8 (4)
<ul style="list-style-type: none"> <li>• PBH 240</li> <li>• PBH 350</li> <li>• Communication Course (#2)</li> <li>• Social Science/ Bhvrl conc list</li> </ul>	<ul style="list-style-type: none"> <li>• PBH 375</li> <li>• PBH 376</li> <li>• PBH 379</li> <li>• Elective</li> </ul> <p>*Overload course – or in summer/winter</p>	<ul style="list-style-type: none"> <li>• Elective or core from other semesters if overload is requested or not approved in sem 6-8</li> </ul>	<ul style="list-style-type: none"> <li>• PBH 401</li> <li>• PBH 405</li> <li>• Communication Course (#3)</li> <li>• Elective</li> </ul> <p>*Overload course if not previously completed</p>	<ul style="list-style-type: none"> <li>• PBH 406</li> <li>• Elective</li> <li>• Elective</li> <li>• elective</li> </ul>

- Overload may be requested in semesters 6-8 if the GPA and other criteria supports the request.