

CURRICULUM APPROVAL PROCEDURE



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- A. The following procedure must be followed by instructors in order to add a new course.
 1. The instructor will discuss the proposed new course with the Vice President for Academic and Student Affairs. If the Vice President for Academic and Student Affairs gives preliminary approval for the addition of the course:
 - a. She/he will initial the section of the “Course Revision/New Course” form that directs the scheduling secretary to assign a new course number for that course.
 - b. The scheduling secretary will assign a new course number to the course, put the number on the “Course Revision/New Course” form and return the form to the instructor.
 - c. The instructor will develop the outline for that course and submit it to the Vice President for Academic and Student Affairs.
 - d. After his/her preliminary approval, the Vice President for Academic and Student Affairs will submit a final copy to the Academic Affairs & Standards Council for final approval.
 - e. After approval by the Academic Affairs & Standards Council, the Vice President for Academic and Student Affairs will submit the approved course outline to the academic affairs secretary for final disposition to the master file, with a copy to the instructor.
 - B. The same procedures as listed in procedures “A” above will be followed for any changes to existing courses (i.e., course title, number of credits, credit delineation, change in content goals, etc.).
 - C. Changes in program plans (i.e., title of the program, required courses, new courses, total number of credits) must be discussed with submitted to and approved by the Vice President for Academic and Student Affairs by January 15 of each year and submitted to the Academic Affairs & Standards Council for consideration at the February meeting to be implemented during the following year.
 - D. Any proposed new programs must be submitted to and approved by the Academic Affairs & Standards Council. Information to be submitted to the curriculum committee must include the program title, length in credits, program description, copy of the program plan and a copy of the advisory committee recommendation.