

PROCEDURES FOR DEVELOPMENT AND APPROVAL  
OF CREDIT COURSES AND PROGRAMS

I. Submission of Request

An individual faculty member, a group of faculty members, the Division as a whole, or individual or groups of administrators may initiate a request for consideration. [Request should follow format of 4.02(c).]

II. Review by Appropriate Division Administrator

The request will be evaluated by the administrator who has jurisdiction of the area.

1. Business
2. Humanities/Social Science
3. Health Sciences
4. Applied Science and Engineering Technology
5. Science/Math

The request will be forwarded to the Chair of the Curriculum Committee with a recommendation either of approval, non-approval, or no recommendation. (A copy of the request shall be provided to the Vice President of Instruction.)

III. Curriculum Committee

A Curriculum Committee composed of faculty and administrators as appointed by the President will evaluate the proposal and forward its recommendations to the Vice President of Instruction either for approval, non-approval, or no recommendation.

IV. Vice President of Instruction

The Vice President of Instruction will evaluate the proposal, make a determination for approval, non-approval, or no recommendation, and forward his/her decision to the President.

V. President of College

The President will review the materials and the recommendation of the Vice President. The President shall either concur with the Vice President's decision regarding courses/programs, refer it back to the Vice President for further study or clarification, or deny the proposal.

VI. Administrator Council

The President will inform the Administrator Council as to the status of new programs or courses.

VII. Board of Trustees

New programs will be submitted by the President to the Board of Trustees for adoption.

VIII. Filing and Documentation

A permanent file of the transmittal form and documentation will be maintained in the Office of the Vice President of Instruction and appropriate Division Office.