

INTRODUCTION

The purpose of this manual is to provide guidelines for the development and revision of courses and instructional programs at Virginia Western Community College.

A college is an environment in which we learn about our past, create our present, and envision our future. The college does all of this through its curriculum. Thus, a college's curriculum is its foundation which defines it as an institution of higher learning.

Inspiration for new curricula may come from the community, industry partners, or administrators, including the Curriculum Advisory Committees and the Virginia Community College System (VCCS) Statewide Curriculum; however, curriculum development typically begins with faculty. Faculty may initiate new courses or programs to ensure currency and relevancy, to improve effectiveness, or to respond to needs or issues which surface through the annual assessment process or periodic program review process. Also, program reviews may reveal opportunities for new program or course development that have multiple pathways for students such as transfer to four year-institutions, associate degrees, career opportunities or certifications.

The philosophical basis upon which this document is drafted encompasses the idea that faculty should be encouraged to design, implement, and evaluate courses and curricula in such a way that allows the flexibility to pursue these activities and at the same time, recognizes the external and internal constraints placed on such endeavors. Moreover, it should be recognized that any development, implementation, and evaluation which takes place at the college is done to meet the needs of the students and/or the operational needs of the college. Hence, such efforts should be based upon principles which are sound educationally as well as operationally.

It should be noted that some of the procedures stated in this manual are required by external agencies. Such procedures frequently change without warning. While it is hoped that this document will remain current at all times and provide the necessary assistance to those desiring to participate in the process of curriculum development, there may be intervals in which sections of the document are in the process of revision by these external agencies.

CURRICULUM STRUCTURE AND DEFINITIONS

Curriculum Structure

SCHEV and the VCCS structure curricula in several levels. For the purposes of Virginia Western Community College, the broadest level is the program, identified by the CIP Code (Classification of Instructional Programs from the National Center for Education Statistics Code).

Under each of the programs there may be one or more majors. A degree, certificate, or career studies certificate may be a major, and each has a separate VCCS program code. Specializations to degree majors are not identified by the VCCS or SCHEV by a separate code but do have a VWCC curriculum code. This means that when the VCCS or SCHEV review productivity, they view a parent degree and its specializations as one curriculum. Sometimes curricula that the college considers separate programs share the same CIP code and so are considered as one program for SCHEV productivity purposes.

Virginia Western Community College offers three types of degrees: Associate of Arts (AA), Associate of Science (AS) and Associate of Applied Science (AAS).

Virginia Western Community College offers two types of certificates: Certificates (C) and Career Studies Certificates (CSC). Certificates and Career Studies Certificates are typically shorter in length than degrees and presented at a different educational level. All certificates should prepare graduates to enter the workforce with new vocational skills.

Definitions

Degree

An award at the associate level that represents satisfactory completion of course and program requirements of the degree program.

Degree Program

A degree program is a broadly structured curriculum leading to the award of an associate degree. It is identified by a six-digit CIP code for reporting purposes to external agencies and is listed on the student's diploma.

Associate of Arts (AA)

The Associate of Arts (AA) degree is awarded for the completion of two-year curricula in Liberal Arts. The 60-63 credit AA degree is designed for students who plan to transfer to four-year degree-granting institutions for completion of a Bachelor of Arts (BA) degree. Transfer degree curricula may include any appropriate courses numbered 100-299. A significant portion (at least 60%, see VCCS Table 5-1) of the AA degree is in general education, includes foreign language to the intermediate level, and is typical of the first two years of a BA program at many institutions.

Associate of Science (AS)

The Associate of Science (AS) degree is awarded for the completion of two-year curricula in a variety of pre-professional programs. The 60-63 (up to 72 for Engineering) credit AS degree is designed for students who plan to transfer to four-year degree-granting institutions for completion of a Bachelor of Science (BS)

degree. Transfer degree curricula may include any appropriate courses numbered 100-299. A significant portion (at least 60%, see VCCS Table 5-1) of the AS degree is in general education that is typical of the first two years of a BS program at most institutions.

Associate of Applied Science (AAS)

The Associate of Applied Science (AAS) degree is a two-year program of 60-69 credits (up to 72 for some health technologies) with a major in an occupational-technical curriculum. AAS degrees are designed to prepare students for employment immediately following graduation. In no case can the program extend beyond 24 calendar months of full-time study. AAS curricula may include any appropriate courses numbered 100-299. The general education requirements for AAS degrees are less than the general education requirements for the transfer degrees (approximately 20% - see VCCS Table 5-1); however, in some cases transfer agreements may be arranged to allow students to have academic pathways into four-year degree programs.

Majors and Specializations

Degrees include one or more majors, some of which may be further divided into appropriate specializations. A major is a group of 100 and 200-level courses that define a discipline or interdisciplinary specialty. It is listed under a common CIP code and identified by a VCCS curriculum code. All curricula under a CIP code share a common core of courses defined as 25% of total credits required for the degree, excluding the general education core. A specialization is a collection of courses that vary by 9–15 credit hours from the major requirements of the degree program under which the parent major is classified. Both the name of the major and the name of the specialization are identified in the degree award.

Certificates

A Certificate is a program of study typically less than two years in length with a major in an occupational/technical area consisting of 30-59 credits that may include courses numbered 10-299. A minimum of 15% of a certificate's credit hour requirement shall be in general education, including a three-credit hour English class (see VCCS Table 5-2).

Career Studies Certificates

A Career Studies Certificate is a program of study typically less than one year in length with a major in an occupational/technical area consisting of 9-29 credits which may include courses numbered 10-299. These programs are not required to include general education courses (see VCCS Table 5-2).

Financial Aid Eligible

For a program to qualify for financial aid, it must be at least 16 credits in length and graduates of certificate and career studies certificate programs must be able to earn gainful employment in the field of study upon graduation.

Substantive Change

A significant modification or expansion of the nature and scope of an accredited institution. Additional information can be found here: [Substantive Changes - SACSCOC](#)

COLLEGE AND STATE CONSTITUENCIES WITH CURRICULAR RESPONSIBILITY

Outlines of the curriculum approval process are provided in the *VCCS Table 5-3* and the *VCCS Curriculum Process* documents. Please refer to [Policy 5.02 Section of VCCS Policy Manual](#).

COLLEGE CONSTITUENCIES

Curricular development actions must pass through several internal steps. The college constituencies described below typically participate in curriculum development.

Schools

The School is the structural entity by which the college organizes itself academically. The School provides curricular coordination of the discipline, its development, and delivery. The Faculty of each School is composed of administrative, full-time, and adjunct faculty, department heads, program heads, and the academic dean. At Virginia Western there are four schools: The School of Business, Technology and Trades (BTT); The School of Liberal Arts and Social Sciences (LASS); The School of Health Professions (HP) and The School of Science, Technology, Engineering and Mathematics (STEM).

Curriculum Committee

The Curriculum Committee reviews and makes recommendations for new and existing curriculum programs and courses. The committee also has the responsibility for reviewing all curriculum programs of the college over periods of three years. Recommendations of the Curriculum Committee will be made to the Vice President of Academic and Workforce Solutions.

Institutional Effectiveness Office

The Institutional Effectiveness Office (IEO) is responsible for reporting substantive changes to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Substantive changes that are reported include, but are not limited to, new programs, discontinued programs, and programs offered all or in-part through distance learning or at off-campus sites, including high schools. The IEO also works with program heads to develop and review curriculum maps for each program. The curriculum maps are used to ensure that program level outcomes and general education competencies are taught and assessed as appropriate in each curriculum.

College Administration

The Vice President of Academic and Workforce Solutions is the college's chief academic officer and is responsible for the coordination of academic policy, credit curricula, and credit course and program development. Academic deans are responsible for the administration of academic programs and most credit courses. The dean reviews proposals for new or revised curricula to be forwarded to the Curriculum Committee. The Curriculum Committee reviews all curricular proposals and makes recommendations to the Vice President of Academic and Workforce Solutions.

Curriculum Advisory Committees

Curriculum Advisory Committees are established for each career/technical degree and stand-alone certificate program. These committees shall be appointed by the community college president with the approval of the Virginia Western Local Advisory Board. Curriculum Advisory Committees review existing curricula at least once a year and must be consulted regarding the establishment of new programs and revision to existing programs.

Virginia Western Local Advisory Board

The Virginia Western Local Advisory Board is responsible for the review and approval of proposals to initiate or discontinue all certificate and degree programs. The Board shall review all new curricular proposals for the

college and shall recommend those proposals that it supports to the Virginia Community College System Academic Services and Research unit (VCCS AS&R) for notification or approval. It shall also review proposals for the discontinuation of programs and shall communicate its recommendations on such proposals to the VCCS AS&R.

Director of Financial Aid

The Director of Financial Aid is responsible for reviewing curricular changes to determine if the program is eligible for financial aid. The director ensures that the Department of Education is notified of discontinued programs and changes to existing programs. The director also submits new program proposals to the Department of Education for approval to award financial aid funds to students in the program.

Registrar

The Registrar is responsible for graduation functions and certifications; academic records security, retention and disposition; student information access and release; advanced standing and award of credit; student curriculum tracking and course substitution; all phases of grade reporting, auditing and processing; academic renewal status; college reference and referrals, administrative withdrawals, late adds, etc., after the appropriate academic dean has completed the necessary paperwork.

STATE AND REGIONAL CONSTITUENCIES

Virginia Community College System (VCCS)

The VCCS oversees the twenty three community colleges in Virginia. As part of the VCCS, Virginia Western abides by VCCS policy, including policies related to curriculum and instruction.

Academic Services and Research

Academic Services and Research (AS&R) is the unit of the VCCS central office that deals with system- wide review and approval of curricula and courses. This unit is headed by a vice chancellor and staffed by the Director of Educational Programs as well as other individuals who may assist with planning for academic programs. AS&R also maintains the Master Course File (MCF), which is an online list of all courses approved for current use by any VCCS institution.

Academic and Student Affairs Council

The Academic and Student Affairs Council (ASAC) advises the Vice Chancellor for Academic Services and Research on policy issues. The Council includes the chief academic officers (typically, the academic vice presidents) and their associate vice presidents and provosts. ASAC is divided into five subcommittees: Educational Programs, Educational Technology, Institutional Effectiveness, Student Services, and Faculty Issues. The Educational Programs Committee considers issues and policy surrounding courses and programs. The Educational Technology Committee, the Faculty Issues Committee, the Institutional Effectiveness Committee and the Student Services Committee also may make recommendations that impact VCCS policy related to curriculum. Course adoption and changes are reported to ASAC by the Deans' Course Review Committee, whose membership includes college deans and academic officers.

State Board for Community Colleges

The State Board is the State agency responsible for the establishment, control, administration, and supervision of all community colleges in the Commonwealth of Virginia. The State Board meets at least four times annually. The State Board must approve all new Certificate and Associate Degree programs. Career Studies Certificates and Specializations do not require approval at the State Board level.

State Council of Higher Education for Virginia (SCHEV)

The State Council of Higher Education for Virginia is established to advocate for and promote the development and operation of an educationally and economically sound, vigorous, progressive, and coordinated system of higher education in the Commonwealth and lead state-level strategic planning and policy development and implementation based on research and analysis. SCHEV approves any Virginia public institutions', including community colleges, new Certificate and Associate Degree programs.

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)

The Southern Association of Colleges and Schools Commission on Colleges is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. It serves as the common denominator of shared values and practices among the diverse institutions in Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas, Virginia and Latin America and other international sites approved by the SACSCOC Board of Trustees that award associate, baccalaureate, master's, or doctoral degrees. Virginia Western Community College is accredited by SACSCOC to award associate degrees. In order to maintain this accreditation the college must adhere to requirements for educational programs as specified in the *Principles of Accreditation: Foundations for Quality Enhancement*. SACSCOC must be notified if a new program is related to programs already approved at the college and does not represent a potential substantive change. If the new program does represent a substantive change from approved college programs, SACSCOC approval is required. See the Substantive Change Policy for additional information.

Program Accreditation

Some occupational/technical programs participate in specialized accreditation offered by professional organizations. In some cases, this accreditation is required in order to enable graduates of the program to enter the work force and/or be eligible for certification and licensure. Specialized accreditation does not relieve a program of the state, college, and regional requirements.

ROLE AND RESPONSIBILITIES OF THE CURRICULUM COMMITTEE

Purpose

The purpose of the Curriculum Committee is to review and make recommendations for new and existing curriculum programs and courses. In addition, the committee will provide leadership for developing and reviewing policies and procedures that relate to curriculum and instruction. Recommendations of the Curriculum Committee will be made to the Vice President of Academic and Workforce Solutions.

Committee Membership

The committee consists of the following standing members; however, input may be sought from other non-voting individuals.

Faculty Chair – Facilitator (voting member)

1 – Faculty representative from each academic school: (voting members)

School of Business, Technology & Trades

School of Health Professions

School of Science, Technology, Engineering & Mathematics

School of Liberal Arts & Social Sciences

1 – Representative from each of the following areas: (Ex-officio members)

Institutional Effectiveness Office

Financial Aid Office

Registrar's Office

Academic & Student Affairs Specialist (Ex-officio member)

Curriculum Committee Charge

The Curriculum Committee is responsible for ensuring that all courses and programs have instructional integrity, address appropriate learning outcomes, fit into a sequential framework that leads to students achieving the respective competencies, and meet the college's standards of excellence. The committee reviews all proposals, and must approve all additions, deletions, and major modifications to credit courses and programs. The Vice President of Academic and Workforce Solutions receives the recommendations of this committee. The curriculum development and review process are planned to ensure compliance with state requirements, regional accreditation requirements of the Southern Association of Colleges and Schools Commission on Colleges (*Principles of Accreditation, Foundations for Quality Enhancement*), and Department of Education requirements.

VCCS GENERAL EDUCATION COMPETENCIES

The associate degree programs within the Virginia's Community College System support a collegiate experience that meets the general education requirements of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and the State Council of Higher Education for Virginia (SCHEV). The following general education core competencies shall be included in the catalog of each college.

Civic Engagement is the ability to contribute to the civic life and well-being of local, national, and global communities as both as social responsibility and a life-long learning process. Degree graduates will demonstrate the knowledge and civic values necessary to become informed and contributing participants in a democratic society.

Critical Thinking is the ability to use information, ideas and arguments from relevant perspectives to make sense of complex issues and solve problems. Degree graduates will locate, evaluate, interpret, and combine information to reach well-reasoned conclusions or solutions.

Professional Readiness is the ability to work well with others and display situationally and culturally appropriate demeanor and behavior. Degree graduates will demonstrate skills important for successful transition into the workplace and pursuit of further education.

Quantitative Literacy is the ability to perform accurate calculations, interpret quantitative information, apply and analyze relevant numerical data, and use results to support conclusions. Degree graduates will calculate, interpret, and use numerical and quantitative information in a variety of settings.

Scientific Literacy is the ability to apply the scientific method and related concepts and principles to make informed decisions and engage with issues related to the natural, physical, and social world. Degree graduates will recognize and know how to use the scientific method, and to evaluate empirical information.

Written Communication is the ability to develop, convey, and exchange ideas in writing, as appropriate to a given context and audience. Degree graduates will express themselves effectively in a variety of written forms.

GENERAL INFORMATION & TIMELINES FOR CREATING NEW PROGRAMS

New Programs

There must be ample justification for the creation of new curricula based upon the needs and opportunities of the state or region served by the college. In determining the curricula to be offered in the VCCS, the State Board shall take cognizance of the varying needs of the communities served throughout the Commonwealth of Virginia and the substantiated requests of interested local governing bodies, employers, and individuals.

The VCCS approval process for new programs is summarized in **VCCS Table 5-3** and the **VCCS Curriculum Process** documents. Please refer to [Policy 5.02 Section of VCCS Policy Manual](#).

New AA, AS, AAS Degree or Certificate Program

A new degree program that includes content in a discipline or field not currently offered by the institution requires SCHEV approval as a new degree program with a separate CIP code. A new Certificate program (consisting of at least 30 credits) requires SCHEV approval. All new degree program, new Certificate programs and all health-related proposals, new or spin-off, must be reviewed and approved by SCHEV.

If the new degree program is substantively different from existing degree programs, approval must be obtained from the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

<https://sacscoc.org/accrediting-standards/substantive-changes/>

Timeline for developing a New Associate Degree or Certificate Program*

**Spin-off programs may follow a more condensed timeline for SCHEV approval, but not necessarily SACSCOC approval.*

Admitting first class in the Summer:

- Present to Virginia Western Curriculum Committee: **Fall semester three years prior to implementation**
- Vice President of Academic & Student Affairs Approval: **After Curriculum Committee Approval**
- College Council Approval: **Immediately after VPA&WS Approval**
- Local Board Approval: **January, 30 months prior to implementation**
- Submit to VCCS: **Immediately after Local Board Approval is obtained**
- State Board Approval: **March, 28 months prior to implementation**
- SCHEV Approval: **March, 28 months prior to implementation**
- SACSCOC substantive change prospectus submitted by **July 1st of year prior to implementation**
- SACSCOC substantive change notice submitted in **October** of year prior to implementation
- Catalog published: **February 1st of implementation year**
- Department of Education notified of program initiation in order to award financial aid: No later than **February 15th of implementation year** (*at least 90 days in advance of implementation*)

New Specialization within an AAS Degree Program

A new specialization within an existing degree program requires Local Advisory Board approval and VCCS notification; SCHEV approval is not needed. A specialization differs from the parent program by 9-15 credits.

Students cannot graduate from a specialization and a parent degree because the two programs are less than 25% different by definition.

Program codes for Specializations are identified by the College. Documentation of an approved specialization is sent to the VCCS for notification and the Department of Education for Financial Aid purposes.

By definition, a new specialization is not substantially different from existing programs of study in terms of courses and content. However, if the program is requiring significant new equipment or will be held at a new site, SACSCOC approval may be needed.

New Major within an AA or AS Degree Program

A new major within an existing degree program requires Local Advisory Board approval and VCCS notification; SCHEV approval is not needed. A major is a group of 100 and 200-level courses that define a discipline or interdisciplinary specialty. It is listed under a common CIP code and identified by a VCCS curriculum code. All curricula under a CIP code share a common core of courses defined as 25% of total credits required for the degree, excluding the general education core.

Program codes for Majors are identified by the College. Documentation of an approved major is sent to the VCCS for notification and the Department of Education for Financial Aid purposes.

By definition, a new major is not substantially different from existing programs of study in terms of courses and content. However, if the program is requiring significant new equipment or will be held at a new site, SACSCOC approval may be needed.

Timeline for developing a New Specialization or Major

Admitting first class in the Summer:

- Present to Virginia Western Curriculum Committee: **Spring semester in year prior to implementation**
- Vice President of Academic & Student Affairs Approval: **After Curriculum Committee Approval**
- College Council Approval: **Immediately after VPA&WS Approval**
- Local Board Approval: **May, approximately one year prior to implementation**
- Submit to VCCS: **Immediately after Local Board Approval is obtained**
- SACSCOC substantive change prospectus submitted by **July 1st of year prior to implementation**
- SACSCOC substantive change notice submitted in **October** of year prior to implementation
- Catalog published: **February of implementation year**
- Department of Education notified of program initiation to award financial aid: No later than **February 15th of implementation year** (*at least 90 days in advance of implementation*)

New Career Studies Certificate Program

All new career studies certificate proposals must be reviewed and approved by the Virginia Western Curriculum Committee and Local Advisory Board. Notification of approved career studies certificates is sent to the VCCS to obtain a program code and to the Department of Education for Financial Aid purposes. Any new career studies certificate that represents a substantive change must receive SACSCOC approval prior to implementation.

Timeline for developing a New Career Studies Certificate

Admitting first class in the Summer:

- Present to Virginia Western Curriculum Committee: **Spring semester in year prior to implementation**

- Vice President of Academic & Student Affairs Approval: **After Curriculum Committee Approval**
- College Council Approval: **Immediately after VPA&WS Approval**
- Local Board Approval: **May, approximately one year prior to implementation**
- Submit to VCCS: **Immediately after Local Board Approval is obtained**
- SACSCOC substantive change prospectus submitted by **July 1st of year prior to implementation**
- SACSCOC substantive change notice submitted in **October** of year prior to implementation
- Catalog published: **February of implementation year**
- Department of Education notified of program initiation in order to award financial aid: No later than **February 15th of implementation year** (*at least 90 days in advance of implementation*)

CREATING A NEW AA, AS OR AAS DEGREE PROGRAM

Proposals for new degree programs at Virginia Western Community College typically originate with a faculty member, academic dean, vice president, curriculum advisory committee, or local advisory board member. When the need for a new degree arises, the initiator should begin the process by discussing the composition of the new degree program with the appropriate academic dean. Once the dean agrees that the need for the program is justified, the program head charged with creating the program should meet with the chair of the curriculum committee to discuss the curriculum development and approval process.

STEPS

- 1. Academic Dean/VPA&WS Approval:** The program head should obtain approval from the appropriate academic dean to begin working on creation of the program. The academic dean will consult with the Vice-President of Academic and Workforce Solutions (VPA&WS) prior to completing documentation.
- 2. Curriculum Advisory Committee (for AAS programs):** Establish a Curriculum Advisory Committee and work with the committee to obtain approval to move forward with the request to establish the program. A list of the members and minutes addressing their approval of the program will be required in the SCHEV Program Proposal described below.
- 3. Complete required documents:** Complete the following documents and review with the Curriculum Committee Chair prior to presenting to the Curriculum Committee.
 - ***Program Proposal Guidelines Checklist AAS or Transfer Degree***
 - ***VCCS Form 102***
 - ***SCHEV Program Proposal Cover Sheet***
 - ***SCHEV Cost & Funding Sources***
 - ***SCHEV Summary of Projected Enrollments***
 - ***Draft Catalog Page***
 - ***Program Information Worksheet***
 - ***Program Website Worksheet***
 - ***New Program Student Learning Outcomes Worksheet***

If the proposed program includes any new courses not currently being offered at the institution, additional forms linked below may be needed. Please see appropriate section of this manual for further instruction.

- ***New Course at Virginia Western Worksheet***
- ***Revised Course at Virginia Western Worksheet***
- ***VCCS Form 103***
- ***VCCS Form 104***

If the proposed changes include a change in modality, a change in location, and/or a change in program length, complete the ***Substantive Change Verification Worksheet***

- 4. Obtain Curriculum Committee Approval:** The dean and/or program head will meet with the chair of the curriculum committee in advance of the meeting to ensure that the proposal is complete. The documents will then be presented to the curriculum committee for approval. Either the dean and/or the program head must attend the curriculum committee meeting for the proposal to be heard.
- 5. Obtain Vice President of Academic and Workforce Solutions Approval:** If approved by the curriculum committee, the chair of the curriculum committee will obtain approval from the Vice President of Academic and Workforce Solutions (VPA&WS). This may be done at the meeting if he/she is present or at another time. This should be noted on the official minutes. The VPA&WS will take the VCCS 102, draft Catalog page, and Resource Needs Worksheet to College Council for approval.

6. **Obtain College Council Approval:** Once College Council has approved, the VPA&WS submits the VCCS Form 102 and Draft Catalog Page to the President's Office for inclusion at the next Local Advisory Board meeting.
7. **Obtain Local Advisory Board Approval:** The Vice-President of Academic and Workforce Solutions will present program details to the Local Advisory Board and obtain appropriate signatures on VCCS Form 102.
8. The VPA&WS will let the curriculum committee chair, program head and dean know that Local Advisory Board Approval has been obtained.
9. **Obtain VCCS Approval:** The VPA&WS will submit the VCCS Form 102 and Draft Catalog Page to the VCCS AS&R for approval.
10. **Complete the SCHEV Program Proposal Cover Sheet:** The program head will work with the curriculum committee chair to complete the *SCHEV Program Proposal Cover Sheet*.
11. **Develop SCHEV Program Proposal Approval:** The dean and/or program head will work with the VPA&WS to complete the SCHEV Program Proposal. **This should be completed two years prior to planned implementation of the program** and should follow all VCCS and SCHEV requirements for submitting the proposal.
12. **Obtain VPA&WS Approval:** The program head will submit the completed SCHEV proposal to the VPA&WS for approval.
13. **Obtain SCHEV Approval:** The VPA&WS will send the completed proposal to SCHEV for approval.
14. Once approved by SCHEV, the VPA&WS will contact the Dean of Institutional Effectiveness and the Director of Financial Aid to initiate steps 15 and 16.
15. **SACSCOC Notification:** The Office of Institutional Effectiveness will determine if SACSCOC notification is necessary and will submit required documentation. SACSCOC must be notified if the new program is related to programs already approved at the college and does not represent a potential substantive change. If the new program does represent a substantive change from approved college programs, SACSCOC approval is required. (*See Substantive Change Decision Matrix*)
16. **Department of Education Notification:** The Director of Financial Aid will notify the Department of Education of any new programs for the upcoming catalog upon publication of the catalog in February each year.

CREATING A NEW DEGREE MAJOR

Proposals for new degree majors at Virginia Western typically originate with a faculty member, academic dean, vice president, curriculum advisory committee, or local advisory board member. When the need for a new major arises, the initiator should begin the process by discussing the composition of the new program with the appropriate academic dean. Once the dean agrees that the need for the program is justified, the program head charged with creating the program should meet with the chair of the curriculum committee to discuss the curriculum development and approval process. **Only an AA or AS degree may have a major.**

STEPS

1. **Academic Dean/VPA&WS Approval:** The program head should obtain approval from the appropriate academic dean to begin working on creation of the program. The academic dean will consult with the Vice-President of Academic and Workforce Solutions (VPA&WS) prior to completing documentation.
2. **Curriculum Advisory Committee (for AAS programs only):** Establish a Curriculum Advisory Committee and work with the committee to obtain approval to move forward with the request to establish the program.
3. **Complete required documents:** Complete the following documents and review with the Curriculum Committee Chair prior to presenting to the Curriculum Committee.
 - *New Program Major Checklist*
 - *Major Crosswalk*
 - *VCCS Form 102*
 - *Draft Catalog Page*
 - *Program Information Worksheet*
 - *New Program Student Learning Outcomes Worksheet*
 - *Program Website Worksheet*

The proposed program will require an outline of resource needs. The program head and dean should work with the VP of Financial and Administrative Services to determine program costs.

If the proposed program includes any new courses not currently being offered at the institution, additional forms linked below may be needed. Please see appropriate section of this manual for further instruction.

- *New Course at Virginia Western Worksheet*
- *Revised Course at Virginia Western Worksheet*
- *VCCS Form 103*
- *VCCS Form 104*

If the proposed changes include a change in modality, a change in location, and/or a change in program length, complete the ***Substantive Change Verification Worksheet***.

4. **Obtain Curriculum Committee Approval:** The dean and/or program head will meet with the chair of the curriculum committee in advance of the meeting to ensure that the proposal is complete. The documents will then be presented to the curriculum committee for approval. Either the dean and/or the program head must attend the curriculum committee meeting for the proposal to be heard.
5. **Obtain Vice President of Academic and Workforce Solutions Approval:** If approved by the curriculum committee, the chair of the curriculum committee will obtain approval from the Vice President of Academic and Workforce Solutions (VPA&WS). This may be done at the meeting if he/she is present or at another time. This should be noted on the official minutes. The VPA&WS will take the VCCS 102, draft Catalog page, and Resource Needs Worksheet to College Council for approval.
6. **Obtain College Council Approval:** Once College Council has approved, the VPA&WS submits the VCCS Form 102 and Draft Catalog Page to the President's Office for inclusion at the next Local Advisory Board meeting.

7. **Obtain Local Advisory Board Approval:** The Vice-President of Academic and Workforce Solutions will present program details to the Local Advisory Board and obtain appropriate signatures on VCCS Form 102.
8. The VPA&WS will let the curriculum committee chair, program head, academic dean, Dean of Institutional Effectiveness and Director of Financial Aid know that Local Advisory Board Approval has been obtained.
9. **Notify VCCS AS&R Staff:** The Vice-President of Academic and Workforce Solutions will submit the Major Checklist, Copy of Parent Degree & Major Curriculum, Major Crosswalk, and the VCCS Form 102. This documentation may be submitted electronically. VCCS approval is not required for new or modified majors.
10. **SACSCOC Notification:** The Office of Institutional Effectiveness will determine if SACSCOC notification is necessary and will submit required documentation. SACSCOC must be notified if the new program is related to programs already approved at the college and does not represent a potential substantive change. If the new program does represent a substantive change from approved college programs, SACSCOC approval is required. (*See Substantive Change Decision Matrix*)
11. **Department of Education Notification:** The Director of Financial Aid will notify the Department of Education of any new programs for the upcoming catalog upon publication of the catalog in February each year.

CREATING A NEW DEGREE SPECIALIZATION

Proposals for new degree specializations at Virginia Western typically originate with a faculty member, academic dean, vice president, curriculum advisory committee, or local advisory board member. When the need for a new specialization arises, the initiator should begin the process by discussing the composition of the new program with the appropriate academic dean. Once the dean agrees that the need for the program is justified, the program head charged with creating the program should meet with the chair of the curriculum committee to discuss the curriculum development and approval process. **Only an AAS degree may have a specialization.**

STEPS

1. **Academic Dean/VPA&WS Approval:** The program head should obtain approval from the appropriate academic dean to begin working on creation of the program. The academic dean will consult with the Vice-President of Academic and Workforce Solutions (VPA&WS) prior to completing documentation.
2. **Curriculum Advisory Committee (for AAS programs only):** Establish a Curriculum Advisory Committee and work with the committee to obtain approval to move forward with the request to establish the program.
3. **Complete required documents:** Complete the following documents and review with the Curriculum Committee Chair prior to presenting to the Curriculum Committee.
 - *New Program Specialization Checklist*
 - *Specialization Crosswalk*
 - *VCCS Form 102*
 - *Draft Catalog Page*
 - *Program Information Worksheet*
 - *New Program Student Learning Outcomes Worksheet*
 - *Program Website Worksheet*

The proposed program will require an outline of resource needs. The program head and dean should work with the VP of Financial and Administrative Services to determine program costs.

If the proposed program includes any new courses not currently being offered at the institution, additional forms linked below may be needed. Please see appropriate section of this manual for further instruction.

- *New Course at Virginia Western Worksheet*
- *Revised Course at Virginia Western Worksheet*

- **VCCS Form 103**
- **VCCS Form 104**

If the proposed changes include a change in modality, a change in location, and/or a change in program length, complete the ***Substantive Change Verification Worksheet***.

4. **Obtain Curriculum Committee Approval:** The dean and/or program head will meet with the chair of the curriculum committee in advance of the meeting to ensure that the proposal is complete. The documents will then be presented to the curriculum committee for approval. Either the dean and/or the program head must attend the curriculum committee meeting for the proposal to be heard.
5. **Obtain Vice President of Academic and Workforce Solutions Approval:** If approved by the curriculum committee, the chair of the curriculum committee will obtain approval from the Vice President of Academic and Workforce Solutions (VPA&WS). This may be done at the meeting if he/she is present or at another time. This should be noted on the official minutes. The VPA&WS will take the VCCS 102, draft Catalog page, and Resource Needs Worksheet to College Council for approval.
6. **Obtain College Council Approval:** Once College Council has approved, the VPA&WS submits the VCCS Form 102 and Draft Catalog Page to the President's Office for inclusion at the next Local Advisory Board meeting.
7. **Obtain Local Advisory Board Approval:** The Vice-President of Academic and Workforce Solutions will present program details to the Local Advisory Board and obtain appropriate signatures on VCCS Form 102.
8. The VPA&WS will let the curriculum committee chair, program head, academic dean, Dean of Institutional Effectiveness and Director of Financial Aid know that Local Advisory Board Approval has been obtained.
9. **Notify VCCS AS&R Staff:** The Vice-President of Academic and Workforce Solutions will submit the Specialization Checklist, Copy of Parent Degree & Specialization Curriculum, Specialization Crosswalk, and the VCCS Form 102. This documentation may be submitted electronically. VCCS approval is not required for new or modified specializations.
10. **SACSCOC Notification:** The Office of Institutional Effectiveness will determine if SACSCOC notification is necessary and will submit required documentation. SACSCOC must be notified if the new program is related to programs already approved at the college and does not represent a potential substantive change. If the new program does represent a substantive change from approved college programs, SACSCOC approval is required. (***See Substantive Change Decision Matrix***)
11. **Department of Education Notification:** The Director of Financial Aid will notify the Department of Education of any new programs for the upcoming catalog upon publication of the catalog in February each year.

CREATING A NEW CERTIFICATE

Proposals for new certificate programs at Virginia Western Community College typically originate with a faculty member, academic dean, vice president, curriculum advisory committee, or local advisory board member. When the need for a new degree arises, the initiator should begin the process by discussing the composition of the new degree program with the appropriate academic dean. Once the dean agrees that the need for the program is justified, the program head charged with creating the program should meet with the chair of the curriculum committee to discuss the curriculum development and approval process.

STEPS

- 1. Academic Dean/VPA&WS Approval:** The program head should obtain approval from the appropriate academic dean to begin working on creation of the program. The academic dean will consult with the Vice-President of Academic and Workforce Solutions (VPA&WS) prior to completing documentation.
- 2. Curriculum Advisory Committee:** If necessary, establish a Curriculum Advisory Committee and work with the committee to obtain approval to move forward with the request to establish the program. A list of the members and minutes addressing their approval of the program will be required in the *SCHEV Program Proposal* described below.
- 3. Complete required internal documents:** Complete the following documents and review with the Curriculum Committee Chair prior to presenting to the Curriculum Committee.
 - *Program Proposal Guidelines for Certificates*
 - *SCHEV Cost and Funding Sources*
 - *SCHEV Projected Enrollment*
 - *VCCS Form 102*
 - *Draft Catalog Page*
 - *Program Information Worksheet*
 - *Program Website Worksheet*
 - *New Program Student Learning Outcomes Worksheet*

If the proposed program includes any new courses not currently being offered at the institution, additional forms linked below may be needed. Please see appropriate section of this manual for further instruction.

- *New Course at Virginia Western Worksheet*
- *Revised Course at Virginia Western Worksheet*
- *VCCS Form 103*
- *VCCS Form 104*

If the proposed changes include a change in modality, a change in location, and/or a change in program length, complete the *Substantive Change Verification Worksheet*.

- 4. Obtain Curriculum Committee Approval:** The dean and/or program head will meet with the chair of the curriculum committee in advance of the meeting to ensure that the proposal is complete. The documents will then be presented to the curriculum committee for approval. Either the dean and/or the program head must attend the curriculum committee meeting for the proposal to be heard.
- 5. Obtain Vice President of Academic and Workforce Solutions Approval:** If approved by the curriculum committee, the chair of the curriculum committee will obtain approval from the Vice President of Academic and Workforce Solutions (VPA&WS). This may be done at the meeting if he/she is present or at another time. This should be noted on the official minutes. The VPA&WS will take the VCCS 102, draft Catalog page, and Resource Needs Worksheet to College Council for approval.
- 6. Obtain College Council Approval:** Once approved by College Council, the VPA&WS submits the VCCS Form 102 and Draft Catalog Page to the President's Office for inclusion at the next Local Advisory Board meeting.

7. **Obtain Local Advisory Board Approval:** The Vice-President of Academic and Workforce Solutions will present program details to the Local Advisory Board and obtain appropriate signatures on VCCS Form 102.
8. The VPA&WS will let the curriculum committee chair, program head and dean know that Local Advisory Board Approval has been obtained.
9. **Obtain VCCS Approval:** The VPA&WS will submit the VCCS Form 102 and Draft Catalog Page to the VCCS AS&R for approval.
10. **Complete the SCHEV Program Proposal Cover Sheet:** The program head will work with the curriculum committee chair to complete the *SCHEV Program Proposal Cover Sheet*.
11. **Develop SCHEV Program Proposal Approval:** The dean and/or program head will work with the VPA&WS to complete the SCHEV Program Proposal. **This should be completed two years prior to planned implementation of the program** and should follow all VCCS and SCHEV requirements for submitting the proposal.
12. **Obtain VPA&WS Approval:** The program head will submit the completed SCHEV proposal to the VPA&WS for approval.
13. **Obtain SCHEV Approval:** The VPA&WS will send the completed proposal to SCHEV for approval.
14. Once approved by SCHEV, the VPA&WS will contact the Dean of Institutional Effectiveness and the Director of Financial Aid to initiate steps 15 and 16.
15. **SACSCOC Notification:** The Office of Institutional Effectiveness will determine if SACSCOC notification is necessary and will submit required documentation. SACSCOC must be notified if the new program is related to programs already approved at the college and does not represent a potential substantive change. If the new program does represent a substantive change from approved college programs, SACSCOC approval is required. (*See Substantive Change Decision Matrix*)
16. **Department of Education Notification:** The Director of Financial Aid will notify the Department of Education of any new programs for the upcoming catalog upon publication of the catalog in February each year.

CREATING A NEW CAREER STUDIES CERTIFICATE

Proposals for new career studies certificate programs at Virginia Western Community College typically originate with a faculty member, academic dean, vice president, curriculum advisory committee, or local advisory board member. When the need for a new degree arises, the initiator should begin the process by discussing the composition of the new degree program with the appropriate academic dean. Once the dean agrees that the need for the program is justified, the program head charged with creating the program should meet with the chair of the curriculum committee to discuss the curriculum development and approval process.

STEPS

1. **Academic Dean/VPA&WS Approval:** The program head should obtain approval from the appropriate academic dean to begin working on creation of the program. The academic dean will consult with the Vice-President of Academic and Workforce Solutions (VPA&WS) prior to completing documentation.
2. **Curriculum Advisory Committee:** If necessary, establish a Curriculum Advisory Committee and work with the committee to obtain approval to move forward with the request to establish the program. A list of the members and minutes addressing their approval of the program needs to be submitted with the documentation for the new program.
3. **Complete required internal documents:** Complete the following documents and review with the Curriculum Committee Chair prior to presenting to the Curriculum Committee.
 - *Draft Catalog Page*
 - *Program Information Worksheet*
 - *Program Website Worksheet*
 - *New Program Student Learning Outcomes Worksheet*
 - *VCCS Form 102*
 - **Curriculum Advisory Committee Minutes (see #2 above – document created by program head)**

The proposed program will require an outline of resource needs. The program head and dean should work with the VP of Financial and Administrative Services to determine program costs.

If the proposed program includes any new courses not currently being offered at the institution, additional forms linked below may be needed. Please see appropriate section of this manual for further instruction.

- *Substantive Change Verification Worksheet*
- *New Course at Virginia Western Worksheet*
- *Revised Course at Virginia Western Worksheet*
- *VCCS Form 103*
- *VCCS Form 104*

If the proposed changes include a change in modality, a change in location, and/or a change in program length, complete the ***Substantive Change Verification Worksheet***.

4. **Obtain Curriculum Committee Approval:** The dean and/or program head will meet with the chair of the curriculum committee in advance of the meeting to ensure that the proposal is complete. The documents will then be presented to the curriculum committee for approval. Either the dean and/or the program head must attend the curriculum committee meeting for the proposal to be heard.

5. **Obtain Vice President of Academic and Workforce Solutions Approval:** If approved by the curriculum committee, the chair of the curriculum committee will obtain approval from the Vice President of Academic and Workforce Solutions (VPA&WS). This may be done at the meeting if he/she is present or at another time. This should be noted on the official minutes. The VPA&WS will take the VCCS 102, draft Catalog page, and Resource Needs Worksheet to College Council for approval.
6. **Obtain College Council Approval:** Once College Council has approved, the VPASA submits the VCCS Form 102 and Draft Catalog Page to the President's Office for inclusion at the next Local Advisory Board meeting.
7. **Obtain Local Advisory Board Approval:** The Vice-President of Academic and Workforce Solutions will present program details to the Local Advisory Board and obtain appropriate signatures on VCCS Form 102.
8. The VPA&WS will let the curriculum committee chair, program head, academic dean, Dean of Institutional Effectiveness and Director of Financial Aid know that Local Advisory Board Approval has been obtained.
9. **Completion:** The program head will work with the Assistant to the Vice President of Academic & Workforce Solutions to proceed with the steps outlined in the *Career Studies Certificate Checklist*.
10. **Notify VCCS AS&R Staff:** The office of the Vice-President of Academic and Workforce Solutions will submit the VCCS Form 102 and Draft Catalog Page to the VCCS. This documentation may be submitted electronically. The VCCS will review the curriculum and assign a program code and CIP code designation.
11. **SACSCOC Notification:** The Office of Institutional Effectiveness will determine if SACSCOC notification is necessary and will submit required documentation. SACSCOC must be notified if the new program is related to programs already approved at the college and does not represent a potential substantive change. If the new program does represent a substantive change from approved college programs, SACSCOC approval is required. (*See Substantive Change Decision Matrix*).
12. **Department of Education Notification:** The Director of Financial Aid will notify the Department of Education of any new programs for the upcoming catalog upon publication of the catalog in February each year.

COURSES: NEW AND REVISED

A faculty member or program head may decide there is a need for a new or revised course. All changes to existing courses in the catalog and the addition of any course to a program of study must be approved by the Curriculum Committee. Please choose the section below that corresponds to the appropriate request:

- I. **New Course offered at VWCC** – this section will outline how to add a course to a program that already exists in the VCCS Master Course File (<https://courses.vccs.edu/>)
 - II. **New Course at System Level** – this section will outline the process for creating a brand-new course not currently listed in the VCCS Master Course File.
 - III. **Revised Course** – this section will outline how to submit a change to an existing course both locally and at the System Level.
-

I. **New Course offered at Virginia Western**

Locate the course information in the VCCS Master Course File (MCF) and complete the ***New Course at Virginia Western Worksheet*** and create a ***Course Outline***. If the new course being requested will be used in a degree program, this worksheet must be included at the time of the program review by the Curriculum Committee.

Be sure to include the institution specific information in addition to the MCF information on this form (i.e. – additional requisites; number of credits and/or lecture/lab hours, if variable in MCF).

Please see specific requirements and limitations for ***General Usage Courses*** in the Supporting Documents section of this manual.

The program head will present the changes to the Curriculum Committee.

If approved, the curriculum committee chair will send the documents to the Vice-President of Academic and Workforce Solutions (VPA&WS) for final approval.

II. **New Course at System Level:**

A faculty member may identify the need for a new course to be offered which does not currently exist in the Master Course File.

In order to add a course to the MCF, complete ***VCCS Form 103*** and ***VCCS Form 104*** for submission to the VCCS. Also complete the ***New Course at Virginia Western Worksheet*** and a ***Course Outline Template*** to have the course added to the Virginia Western catalog if it is approved by the Deans Course Review Committee.

If the new course is to be used in a degree program, these forms must be included at the time of the program review by the Curriculum Committee.

The program head will present the changes to the Curriculum Committee.

If approved, the curriculum committee chair will send the documents to the Vice-President of Academic and Workforce Solutions (VPA&WS) for final approval.

The VPA&WS will submit the ***VCCS 103*** and ***VCCS 104*** to the Deans Course Review Committee for approval.

Please refer to the **Course Approval Guidelines for the Dean's Course Review Committee** found in the Supporting Documents section of this manual.

III. Revised Course

System Level (MCF) Revisions:

Course revisions at the System Level may include changes to the

- Course title
- number of credits and/or lecture/lab hours,
- requisite requirements,
- or course description.

In order to effect change to a course currently listed in the Master Course File, complete **VCCS Form 103** and **VCCS Form 104**. Also complete the **Revised Course at Virginia Western Worksheet** and revise the **Course Outline**.

If the revised course is to be used in a degree program, these forms must be included at the time of the program review by the Curriculum Committee.

If the course is currently being taught at other VCCS schools, copies of emails supporting the change from each college must also be included. If the course is a transfer course, copies of emails supporting the change from four-year institutions must be included.

The program head will present the changes to the Curriculum Committee.

If approved, the curriculum committee chair will send the documents to the Vice-President of Academic and Workforce Solutions (VPA&WS) for final approval.

The VPA&WS will submit the **VCCS 103** and **VCCS 104** to the Deans Course Review Committee for approval.

Local Revisions:

Local course revisions typically include

- An addition to the course description that is in the MCF. Additional language may be added to the end of the description to add additional detail by local colleges.
- Revising the number of credits and/or lecture/lab hours for courses with variable credits/hours listed in the MCF
- Adding more restrictive requisite to courses than are already listed in the MCF
- Changing course title or description information when it is not defined in the MCF. *For example, SDV 101 is listed as Orientation to (Specify the Discipline) in the MCF. We can set the discipline specific wording in our catalog*

In order to make a local revision to a course, complete the **Revised Course at Virginia Western Worksheet** and revise the **Course Outline**.

Revisions to a course at the local level only need approval of the Curriculum Committee and VPA&WS.

REVISING A CURRICULUM

A proposal for a curriculum revision at Virginia Western typically originates with a faculty member. When the need for a curriculum revision arises, the initiator should begin the process by discussing the revisions with the appropriate academic dean.

STEPS

1. **Academic Dean Approval:** The program head should obtain approval from the appropriate academic dean to move forward with curricular changes.
2. **Curriculum Advisory Committee Approval:** If the program has a curriculum advisory committee, please provide minutes from the committee recommending/approving the change, as appropriate.
3. **Complete the required documentation for the Curriculum Committee.** Depending on the type of change requested, complete the following:
 - **Draft Catalog Page (Required)** - all changes clearly marked in tracking or highlighted
 - **Program Website Worksheet (Required)**
 - Complete this worksheet if the changes you make impact the
 - total number of credits for the program
 - description of the program
 - number of terms to complete the program
 - verification of multiple degree eligibility
 - programmatic accreditation information,
 - local job opportunities for the program, or
 - program head for the program
 - **Program Name Change and/or CIP Code Change**
 - Complete this worksheet if you want to change the name of the program. Justification must be provided.

If the proposed changes include any new courses not currently being offered at the institution, additional forms listed below may be needed. Please see appropriate section of this manual for further instruction.

- **New Course at Virginia Western Worksheet**
- **Revised Course at Virginia Western Worksheet**
- **VCCS Form 103**
- **VCCS Form 104**

If the proposed changes include a change in modality, a change in location, and/or a change in program length, complete the **Substantive Change Verification Worksheet**

4. **Obtain Curriculum Committee Approval:** The dean and/or program head will meet with the chair of the curriculum committee, and if approved for the agenda, will then present to the requested plan changes to the curriculum committee for approval.
5. **Obtain Vice President of Academic & Workforce Solutions Approval:** The VPA&WS has final approval for all curricular revisions.
6. **Name and/or CIP Code Changes:** Name and/or CIP Code changes for degrees and certificate programs must be submitted to the Local Advisory Board and then the VCCS for final approval.

DISCONTINUANCES

All discontinuance proposals must be reviewed and approved by the Virginia Western Curriculum Committee and Local Advisory Board. Notification of discontinued degrees is sent to the VCCS for review, the State Board for Community Colleges for approval, and SCHEV, SACSCOC, and the Department of Education for notification.

PROCESS:

Proposals for program discontinuances at Virginia Western typically originate with a faculty member or academic dean. When the need for the discontinuance arises, the initiator should begin the process by discussing the change with the appropriate academic dean and the Vice President of Academic & Workforce Solutions. Once the administration agrees that the need for the discontinuance is justified, the program head in charge of the program should meet with the chair of the curriculum committee to discuss the discontinuance process.

The program head will present the information on the proposed program discontinuance at the curriculum committee meeting. The proposal will not be heard if the program head and the academic dean are not present.

STEPS:

1. **Dean/Vice President Approval:** The program head should obtain approval from the appropriate academic dean and the Vice President of Academic & Workforce Solutions to begin working on discontinuance of the program.
2. **Curriculum Advisory Committee (for AAS degree, Certificate and Career Study Certificate programs):** Obtain approval for the discontinuance from the Curriculum Advisory Committee. Meeting minutes addressing their approval of the discontinuation must be submitted.
3. **Complete required internal documents:** Complete the appropriate documentation as outlined in *SCHEV Discontinuation Form Instructions*. Review completed documentation with the Curriculum Committee Chair prior to presenting to the Curriculum Committee.

All Programs will need a *VCCS Discontinuation Form* and a *Teach-Out Plan*.

Degree Programs and Certificates (*not CSCs or Specializations*) will need a *SCHEV Intent to Discontinue an Academic Plan Form*.

4. **Obtain Curriculum Committee Approval:** Once the dean and program head have met with the Curriculum Committee Chair to ensure the appropriate documentation has been completed, the documents will be presented to the Curriculum Committee for approval. The program head and academic dean must attend the Curriculum Committee meeting or the proposal will not be heard.
5. **Obtain College Council Approval:** Once the Curriculum Committee has approved, the Curriculum Committee Chair takes the program to College Council for approval.
6. **Obtain Vice President of Academic and Workforce Solutions Approval:** Once College Council has approved, the VPA&WS signs the VCCS Discontinuation Form and submits to the President's Office for inclusion at the next Local Advisory Board meeting.
7. **Obtain Local Advisory Board Approval:** The Vice-President of Academic and Workforce Solutions will present program details to the Local Advisory Board and obtain approval. Date of notification must be included on the *SCHEV Intent to Discontinue an Academic Plan Form*.
8. **Teach-Out:** Once a program is discontinued, the college must provide an opportunity for all active students to complete the curricular requirements. To accomplish this, the following steps must be taken within the academic school:
 - a. A query must be run to determine the students who are actively enrolled (i.e., within the last three consecutive terms) in the program.
 - b. The division must send a letter to all active students informing them of the plan to discontinue the

program, outlining the time frame for the student to complete the requirements, and providing alternative programs of study for students who prefer to change majors.

- c. Students who wish to complete the curricular requirements within the mandated time frame should be encouraged to meet with their advisor to ensure that they are in compliance with the graduation requirements.
9. **Teach-Out Timeline:** Degrees programs (AA, AS, AAS) require a 3 year teach-out; Certificates require 2 years; and, Career Studies Certificates require a 1 year teach-out.
 10. **SACSCOC Notification:** SACSCOC must be notified when a program will be discontinued. The notification must include the teach-out plan and a description of the impact on faculty.
 11. **Department of Education Notification:** The Director of Financial Aid will notify the Department of Education of any discontinued programs for the upcoming catalog upon publication of the catalog in February each year.

SUBSTANTIVE CHANGE PROCESS

SACSCOC policy defines substantive change as “a significant modification or expansion of the nature and scope of an accredited institution.” Many substantive changes that must be reported to SACSCOC are related to changes in the type of programs offered and the locations where the programs are offered.

Faculty, program heads, administrators and local board members must be mindful of the requirements and timelines associated with substantive change reporting as they consider making curricular changes. The Institutional Effectiveness Office (IEO) will work with the Curriculum Committee to determine which curricular changes require substantive change reporting. The IEO routinely reports substantive changes to SACSCOC each spring and additionally throughout the year as needed.

For substantive changes requiring a prospectus, the IEO will provide support to the program head and academic dean in completing the report.

The Substantive Change Matrix on the following page provides a brief explanation of the types of substantive changes that need to be reported.

The catalog year runs with a leading summer session (summer, fall, spring). Typically curriculum changes begin with the new catalog year. For this reason, substantive changes that require prior approval must be submitted to SACSCOC by July 1st of the year prior to initiation. Substantive changes that only require notification can be submitted in the IEO annual substantive change report each spring.

Additional information regarding substantive change can be found in the SACSCOC Substantive Change Policy located on the SACS website at <https://sacscoc.org/accrediting-standards/substantive-changes/>

Types of changes that **DO NOT** require SACSCOC notification or approval:

- Initiating an associate degree, certificate or career studies certificate program using **EXISTING COURSES** at an approved location
- Initiating an off-campus site where students can obtain 24% or less of credits toward a program
- Expanding program offerings at previously approved off-campus sites by adding approved programs that **ARE NOT** significantly different from current programs at the site
- Expanding program offerings at previously approved off-campus sites by adding approved programs that **ARE** significantly different from current programs at the site but **NOT** at the institution

Meet with the IEO to determine if a program proposal is a significant departure if

- new resources are needed – personnel, equipment or supplies
- more than 25% of the courses are under a new subject/discipline
- more than 50% of the courses are new to the College

Substantive Change Decision Matrix

If the program is	Prior APPROVAL required	Prior NOTIFICATION required	Time frame for contacting SACSCOC	Other applicable SACSCOC requirements
Expanding at current degree level <i>(significant departure from current programs)</i>	Yes	No	July 1 for summer implementation	Prospectus
Offered <i>off the main campus and ≥ 50%</i> or more of the program credits are obtained at that site <i>*Applies to dual enrollment</i>	Yes	No	July 1 for summer implementation	Prospectus
Expanding program offerings at previously approved off-campus sites by adding programs that ARE significantly different from current programs at the site AND at the institution	Yes	No	July 1 for summer implementation	Prospectus
Initiating dual or joint degrees involving program expansion (significant departure) or initiating a new site where student can obtain 50% or more credits toward a program	Yes	No	July 1 for summer implementation	See SACSCOC policy "Agreements Involving Joint and Dual Academic Awards"
Initiating a program or courses delivered through cooperative academic arrangement	No	Yes	At least 6 months prior to implementation	Acceptance of notification, copy of signed agreement, contact information for each institution/entity
Initiating a certificate program at a new off-campus site at employer's request and on short notice (previously approved program)	Yes	No	Contact Commission Staff	Cover Sheet Modified Prospectus
Initiating a certificate program that is a significant departure from previously approved programs at employer's request and on short notice	Yes	No	Contact Commission Staff	Cover Sheet Modified Prospectus
Moving an off-campus instructional site (serving the same geographic area)	Yes	No	Prior to implementation	Letter of notification
Initiating programs or courses offered through contractual agreement or consortium	No	Yes	Prior to implementation	Letter of notification and copy of signed agreement
Initiating off-campus sites where students can obtain 25- 49% of credits toward a program (including but not limited to Early College High School, dual enrollment programs offered at a high school, and certificate programs that are not at employer's request and not on short notice)	No	Yes	Prior to implementation	Letter of notification
Closing a program, approved off-campus site, branch campus, or institution where the institution plans to teach out its own students	Yes	Yes	As soon as decision is made	Letter of notification with Description of teach-out plan
Closing a program, approved off-campus site, branch campus, or institution where the institution plans contracts with another institution(s) to teach-out students (Teach-out Agreement)	Yes	Yes	As soon as decision is made	Letter of notification with Description of teach-out plan, copy of signed teach-out agreement(s) detailing terms