

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 1.0.3 CURRICULUM MODIFICATIONS

| | |
|--------------------|----------------|
| Policy #: | I – 1.0.3 |
| Effective: | June 2005 |
| Revised: | September 2008 |
| Responsible Dept.: | VPISS |

Purpose

To ensure academic programming decisions are made with input from appropriate advisory and decision-making college constituents and that all stakeholders are notified of programmatic changes in a timely manner.

Policy

The office of the VP for Instruction and Student Services (VPISS) is responsible for ensuring all academic programming modifications follow Virginia Community College System (VCCS) policy (Table 5.3) approval and/or notification processes. In addition, this office is also responsible for ensuring all academic and student services units are aware of new program offerings.

Definitions

A modification is any change to an existing curriculum and must be sent to our Curriculum and Instruction Committee (C&I) either as an information item (minor changes) or action item (major changes). This includes reactivation or deactivation of all courses as they may impact program elective selection.

1. A minor change is defined as “lesser in scope or effect; a minor difference.” Minor changes are informational items for C&I. For example:

Old requirement: Humanities Elective
New requirement: Humanities Elective or Speech

Old requirement: History course selected from Western Civilization or U.S. History
New requirement: History course selected from Western Civilization, U.S. History, or World History

2. A major change is defined as “greater in scope or effect; a major improvement.” Major changes are action items for C&I. For example:

Old requirement: Free Elective
New requirement: NUR 100 (choice of free elective eliminated and NUR 100 now required; this is the only change and all other curriculum requirements remain the same)

Old requirement: Science Elective with Laboratory
New requirement: BIO 101 (choice of science elective with laboratory eliminated and BIO 101 now required; this is the only change and all other curriculum requirements remain the same)

Procedure

1. Faculty who wish to modify their academic program consult their respective division dean to review VCCS (Table 5.3) and college procedures (listed below).
2. Upon completion of modification, the respective academic dean will present the new program materials to the VP of Instruction and Student Services (ISS) group for review. This is done to insure all VCCS requirements have been met and are clearly articulated.
3. After ISS review, the program faculty present the request (or notification) for modification to the college's Curriculum and Instruction Committee for review and approval for recommendation to the President's Staff.
4. After approval/notification by the C&I committee the "minor" modifications may be implemented (see #6 below). Major modifications are presented to the President's Staff by the VPISS.
5. After approval by the President's Staff the proposal is presented to the College Board.
6. When the VPISS's office receives notification of approval of the modification the procedures listed below will be followed:
 - a. VPISS's office will inform appropriate Division Dean the modification has been approved.
 - b. Division Administrative Assistant will that all modifications are included on the program sheet, in the PeopleSoft course catalog, changes made to the programs of study on the website and will inform the VPISS's office when this is complete.
 - c. VPISS's office will inform Admissions & Records (through the Registrar's Office) of modifications.

- d. VPISS's office will inform Financial Aid, the Welcome Center and the Counseling Center of modifications. VPISS's office will make modifications to the PeopleSoft database using the notification date as the effective date.

Rev 6-2005
7-2008