



Piedmont Virginia Community College

Section I – Academic Affairs & Workforce Development Policy

I – 2.0 Curriculum Changes

Policy #:	I – 2.0
Effective:	January 9, 2023
Revised:	December 2024
Responsible Dept:	Office of the Vice President of Academic Affairs & Workforce Development

1. Purpose

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

2. Policy Statement

The Office of the Vice President of Academic Affairs and Workforce Development is responsible for ensuring all changes of curriculum follow Virginia Community College System (VCCS) policy (Table 5-3), State Council of Higher Education for Virginia (SHEV), and the Southern Association for Colleges and Schools Commission on Colleges (SACSCOC) Substantive Change Policy and Procedures approval and/or notification processes. In addition, this office is responsible for ensuring all academic and student services units are aware of changes to the curriculum.

3. Definitions

Curriculum changes include the following categories of activity and must be sent to the Curriculum and Instruction Committee for approval:

- 3.1 New academic programs.
- 3.2 Closure or deactivation of academic programs.
- 3.3 Changes to graduation requirements of a curriculum, including changes in the General Education components of programs, degrees, and certificates.
- 3.4 Addition, inactivation, and/or deletion of courses in a curriculum.
- 3.5 Changes in course objectives, credit hours/contact hours, co/prerequisites, elective status, inclusion in or deletion from General Education.
- 3.6 Curriculum-related substantive changes which require SACSCOC notification and/or approval, including but not limited to the following:
 - a) Initiating coursework or programs at a more advanced level than currently approved
 - b) Initiating joint degrees with another institution
 - c) New off-campus instructional sites (including Early College/Dual Enrollment at the high school)

- d) Relocating an off-campus instructional site.
- e) Closing an off-campus instructional site.
- f) When 25% to 49% of the coursework required for a certificate or degree program is offered online or at an off-campus instructional site.
- g) When 50% or more of a certificate or degree program can be offered online or on an off-campus instructional site.
- h) Changes in program modality.
- i) Initiating programs/courses offered through contractual agreement or consortium.
- j) Programs designed for prior learning.

4. Procedures for Implementation

4.1 Faculty or initiator who wishes to make a curriculum change will consult their respective division dean to review VCCS (Table 5-3), SACSCOC, and college procedures (listed below).

a. Guidelines for new programs

- i. Faculty or initiator wishing to develop a transfer associate degree or a specialization within an existing transfer degree will collaborate with the dean to determine if a new program of study is needed. In addition, the initiator must follow and complete the VCCS new program guidelines and must follow and complete the VCCS new program guidelines and checklist.
- ii. Faculty or initiator wishing to develop a career studies certificate, certificate, or AAS degree will collaborate with the dean to formulate an “Advisory Board” of non-college community experts to assist in developing a curriculum of study. In addition, the initiator must follow and complete the VCCS new program guidelines and must follow and complete the VCCS new program guidelines and checklist.
- iii. Faculty or initiator wishing to develop a transfer degree or specialization within an existing transfer degree (AA or AS) must follow and complete the VCCS new program guidelines and checklist and collaborate with the division dean and four-year schools to ensure transferability of the curriculum.

b. Guidelines for program closure

- i. Faculty or initiator wishing to inactivate a career studies certificate, certificate, or specialization within an existing degree or AAS degree collaborates with the dean and the Curriculum Advisory Committee to determine if inactivation is appropriate. A letter of recommendation for the closure from the advisory committee must be gathered. In addition, the VCCS program inactivation procedures (Table 5-3) must be completed.
- ii. Faculty or initiator wishing to inactivate a “transfer degree” (AA or AS) must collaborate with the division dean to ensure the VCCS program inactivation procedures (Table 5-3) are completed.

c. Guidelines for other curriculum changes

- i. Complete the curriculum action form before the established deadlines.
- ii. Ensure all VCCS (Table 5-3), SACSCOC, and College Procedures are being followed.

4.2 Dean Review

The Dean will review the submitted curriculum change; if they approve, will:

- a. Send proposed changes to the division for full-time faculty to approve.
- b. Forward to the Vice President of Academic Affairs and Workforce Development for review and approval, provided a majority of full-time faculty in the division has approved the change.
- c. If the Dean disapproves of proposed changes, return the request to the initiator with a written explanation of the decision.

4.3 Full-Time Faculty Review

- a. The Dean and initiator will present proposed curriculum/program changes to the full-time faculty in the division for review and approval.
- b. If majority of the full-time faculty in the division approves, the proposal will be forwarded to the Vice President of Academic Affairs and Workforce Development for review and approval.
- c. If a majority of the full-time departmental faculty in the division disapprove of a new course or program proposal or to changes in a course or program, the Dean will return the curriculum change to the initiator with a written explanation of the reason for the denial.

4.4 Vice President of Academic Affairs and Workforce Development

Upon completion of the modification, the respective academic dean will present the curriculum change materials to the Vice President of Academic Affairs and Workforce Development for review. This is done to ensure all VCCS and SACSCOC requirements have been met and are clearly articulated.

4.5 Substantive Change Review

Upon Vice President of Academic Affairs and Workforce Development approval, documentation will be provided to the SACSCOC liaison to ensure compliance with the Southern Association for Colleges and Schools *Substantive Change Policy and Procedures*.

4.6 After Vice President of Academic Affairs and Workforce Development review, the program faculty and/or initiator present the request for modification to the college's Curriculum and Instruction Committee for review and approval for recommendation to the President's Staff, the College Board, the VCCS, and SCHEV (as appropriate).

4.7 When the Vice President of Academic Affairs and Workforce Developments' office receives notification of approval of the curriculum change, the procedures listed below will be followed:

- a. The Vice President of Academic Affairs and Workforce Development's office will inform the appropriate Division Dean that the modification has been approved.
- b. The Vice President of Academic Affairs and Workforce Development office will update the program in the College Catalog and the program of study page on the College website. The academic division will update the Student Information System (PeopleSoft) course catalog and will inform the Vice President of Academic Affairs and Workforce Development's office when this is complete.
- c. Programs that are closed/inactivated will follow the established guidelines of the approved teach-out plan.

- d. Vice President of Academic Affairs and Workforce Development will inform the Financial Aid Office as necessary as well as any other offices that may be affected.
- e. All curriculum changes will be incorporated into the PVCC Institutional Effectiveness cycle.