

PIEDMONT VIRGINIA COMMUNITY COLLEGE

I – ACADEMIC AFFAIRS POLICIES

I – 1.0.3 CURRICULUM MODIFICATIONS

Policy #:	I – 1.0.3
Effective:	June 2005
Revised:	October 2018
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 Vice President for Instruction and Student Services (VP-ISS) 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 the Curriculum and Instruction Committee (C&I) for approval. This includes reactivation or deactivation of all courses as they may impact program elective selection.

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 Vice President for 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 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. When the VP-ISS's office receives notification of approval of the modification, the procedures listed below will be followed:
 - a. The VP-ISS's office will inform appropriate Division Dean the modification has been approved.
 - b. The VP-ISS's office will update the program's curriculum sheet and disseminate the updated curriculum sheet to the Admissions and Advising Center and post to the curriculum sheet to the program of study page on the PVCC web site. Academic Computing will update the Student Information System (PeopleSoft) course catalog and will inform the VP-ISS's office when this is complete.
 - c. VP-ISS's office will inform the Financial Aid Office as necessary as well as any other offices that may be affected.