

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Revision of College Programs	<u>Number</u> 201
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

I. Purpose

To establish a process for curriculum development consistent with the State Regulations and appropriate to Pensacola State College’s purpose and resources. Such revisions to existing programs must be thoughtfully designed and carefully considered by faculty and administration prior to implementation.

II. Procedure

Requests to establish or revise College curriculum may originate at any academic level within the College. Official records of all such requests are maintained in the Office of the Dean, Baccalaureate Studies and Academic Support.

All requests to begin new curriculum offerings or change existing offerings should observe the following sequence:

- A. Under the direction and guidance of the department head(s), then faculty discipline meet to discuss the revision of a program.
- B. Revised workforce programs must be reviewed by the Program Advisory Committee.
- C. When modifying an existing program, a Course/Program Action Form must be completed. Attached to this form should be a copy of the current program and a copy of the proposed program.
- D. The completed form is submitted to the appropriate Dean.
- E. The request is placed on the agenda of an upcoming Curriculum Council meeting.
- F. The initiator of the request may present his or her justification to the Curriculum Council at that meeting, after which the Council recommends to disapprove or approve the item, or to table it to collect additional information.
- G. New Bachelors in Science degrees, Associate in Science degrees and Technical Certificate programs must be reviewed by the Content Review Committee prior to submission for Curriculum Council action.

- H. The Dean, Baccalaureate Studies and Academic Support, completes all procedures required by the State Department of Education regarding each curriculum change and makes the necessary changes to the College record keeping system.

Responsible Official: Vice President, Academic and Student Affairs

President's Signature:

Date: 8/24/2023

