

**PENSACOLA STATE COLLEGE**  
**MANUAL OF PROCEDURES**

Procedure Title:	Establishment of New College Credit or Clock Hour Programs of Study	<u>Number</u> 213
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

In order to continue to meet the educational and training needs of the service district, Pensacola State College will consider offering additional programs of study. Such a commitment requires district-wide coordination to ensure that institutional resources are best used to reach established goals.

**II. Procedure**


The following outline describes the key stages of the New Program Action process for credit programs.

- A. Proposal submitted by the department head to the appropriate dean.
- B. Proposal is discussed with faculty who are expected to teach in the program area, external representatives of the program area, and the appropriate supervisor. Baccalaureate, Associate in Science, certificate, and diploma programs must be reviewed, as appropriate, by the respective Advisory Committee.
- C. The appropriate dean or designee completes the Needs Assessment Form (see PirateNet), identifying program needs.
- D. The Vice President, Academic and Student Affairs, considers the proposal, needs assessment, and input from internal and external stakeholders.
- E. Upon approval by the Vice President, Academic and Student Affairs, the President's Cabinet will receive the proposal as an information item and the department head will work with faculty and the relevant dean to develop and finalize the new program curriculum and complete the New Program Request Form. New program requests must include an appropriate program learning outcomes assessment (PSLO) plan. The appropriate Assessment Committee can assist with the development of the plan.
- F. The department head forwards the New Program Request Form to the appropriate dean along with the program outline and New Course Request Form as necessary. A copy of the program outline in catalog form is also required to be submitted when the New Program Request Form is submitted.

- G. The appropriate dean reviews and, if approved, forwards to the Office of the Dean, Baccalaureate Studies and Academic Support, for processing.
- H. The proposal is reviewed by the Content Review Committee and, if necessary, the proposal's initiator may be asked to clarify any portion of the proposal that is unclear or incomplete.
- I. The proposal is scheduled for consideration by the Curriculum Council at the next regularly scheduled meeting. Proposal initiators will be notified of the date, place, and time of the meeting, and they are expected to appear before the Council to make an oral presentation of the proposal and answer any questions that may arise.
- J. Proposals recommended by the Curriculum Council are signed by the Dean, Baccalaureate Studies and Academic Support, and forwarded to the Vice President, Academic and Student Affairs, for approval.
- K. The Vice President, Academic and Student Affairs will share the new program(s) with the appropriate standing administrative committees of the College. New program proposals must be approved by the President and the Board of Trustees prior to being offered.
- L. Upon approval of a new program concept that requires additional approvals such as new baccalaureate programs, the Dean, Baccalaureate Studies and Academic Support, will work with the appropriate department head, the Vice President, Academic and Student Affairs, and other stakeholders to prepare any necessary state applications.

Proposals recommended by the Curriculum Council are forwarded to the Vice President, Academic and Student Affairs, for approval. If approved by the Vice President, Academic and Student Affairs, the proposal is forwarded to the President and Board of Trustees for approval. After all components of a new program have received approval, appropriate course information is submitted to the Statewide Course Numbering System. The program changes are made to the SRS Advising Screens and degree audit course files, and appropriate changes are made in the *College Catalog*.

Following final approval by the College, notifications to or requests for approval by the Southern Association of Colleges and Schools Commission on Colleges will occur, as necessary.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 09/06/2023