

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

Procedure Title:	Revision of Existing College Credit or Clock Hour Programs of Study	<u>Number</u> 214
Related Policy:	Curricula (Programs of Study) – 6Hx20-2.001	<u>Page</u> Page 1 of 2

**I. Purpose**

The courses included in programs of study offered by Pensacola State College are reviewed periodically to ensure that students receive an education that best prepares them for their declared educational goals. These reviews, as well as curricular policy changes external to the College, often result in changes to the courses that need to be included in a program of study. Such changes must be systematically considered and effectively coordinated across the district.

**II. Procedure**

The following outline describes the key stages of the curriculum change process for credit programs.

- A. Discuss proposal with the faculty who teach in the program area. Examples of program modifications that might be needed are changing courses required the program, changing general education courses, or changing admission requirements.
- B. Baccalaureate, Associate in Science, certificate, and diploma program modifications must be reviewed by the respective Advisory Committee.
- C. Complete the Program Modification Request Form, which is located on PirateNet. In addition to the form, include current and proposed sequence of courses (i.e., copy of current catalog page and proposed modifications). Assessment data to support the proposed modification should also be included whenever possible.
- D. Once the modification form is completed, the department head will forward to the appropriate dean for approval. If approved, the dean will forward to the Office of the Dean, Baccalaureate Studies and Academic Support, for processing.
- E. The proposal will then be submitted to 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.
- F. The proposal will be scheduled for consideration by the Curriculum Council at the next regularly scheduled meeting. Program 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. Specific rules on

the scope and time allotment for presentation have been established in order to expedite Council business.

- G. 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.
- H. After proposals have been approved by the Vice President, Academic and Student Affairs, appropriate course information is submitted to the Statewide Course Numbering System. The course or program changes are made to the appropriate Workday screens and appropriate changes are made to the *College Catalog*.
- I. The Vice President, Academic and Student Affairs will work with relevant staff to ensure the submission of appropriate documentation to the Southern Association of Colleges and Schools Commission on Colleges, as necessary.

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