



Procedures and Standard for College Operations

Procedure/Standard Number: 200.1 *Creating and Modifying Educational Programs*

Approved by: *JF Williams* Date: 6/18/20
President

Revised: NA

History:

Additional History: NA

Related Policies, Procedures or Standards: Creating and Modifying Educational Programs Policy

Additional References: New Educational Program Proposal; New Educational Program Application; Modification of an Existing Educational Program Proposal

I. **Introduction**

The purpose of this procedure document is to establish and communicate the process in which the College develops new academic programs or modifies existing academic programs. The aim is to create a uniformed approach in which each academic school gains approval to implement a new academic program or to modify an existing one.

II. **Procedure/Standard Statement**

Creating New Academic Programs

The creation of a new academic program is a two-step process. Step one is to complete the new academic program proposal and gain the necessary approvals. Step two involves completing the new academic program application.

Step One: New Academic Program Proposal

The new academic program proposal allows the program proposer to gain preliminary approval to invest the time and resources needed to complete the new academic program application. The new academic program proposal includes a rationale for the program, a basic needs assessment, and an outline of the proposed curriculum.

The new academic program proposal requires approval from the VPAA and the VP of Enrollment before the proposer of the new academic program proposal moves to the new educational program application.

Step Two: New Academic Program Application



The new academic program application contains a step-by-step process that ensures consistency across all schools and departments at the College. Items included in the new academic program application are the program's classification of instructional programs (CIP) code, detailed curriculum, needed resources (faculty, classroom, equipment), external approval processes for MSCHE and PDE (where applicable), financial aid information including updating the ECAR, a description on how to assess the program, and more.

New Academic Programs require approvals from the dean of the school, the curriculum review committee, the VPAA/P, the president, and the Board of Directors. The College communicates the implementation of the new academic program using the steps outlined at the end of the application.

Modifying Existing Academic Programs

The College anticipates and encourages modifications to its academic programs to remain current and relevant to industry changes and trends. Modifying academic programs requires the completion of the Modification to Existing Academic Program Proposal. This proposal provides a consistent approach to modifying programs. The proposal allows the initiator to provide the rationale for the change and to give the details associated. The proposal application also outlines the various levels of approval needed before the College implements the change.

The modification to existing academic programs proposal requires approvals from the curriculum review committee and the VPAA. If the title, CIP, learning outcomes, or credit requirements are revised, Pennsylvania Department of Education will be notified by the VPAA.

III. **Implementation:**

June 18, 2020