Area: Instruction

Policy Name: Curriculum Changes

Policy Statement: Instructors are responsible for keeping the departmental curriculum flexible, based upon changing job requirements, labor trends, and student need as found in business and industry.

Procedures: Any major changes in curriculum should follow the following procedure for program/course approval:
1. Instructor and Vice President of Instruction discuss possible changes (advisory council may have prompted).
2. Instructor and Vice President draft proposals.
3. Program advisory council approves.
4. Academic Affairs approves (by January if at all possible).
5. Board of Trustees approves.
6. Vice President submits paperwork to KBOR.

Note: Changes go into effect when approval from KBOR is received (usually for the next academic year).

Contact: Vice President of Instruction

Related Form(s):

Adopted: September 22, 2014

Updated: