

Allegany College of Maryland
COURSE AND CURRICULUM CHANGES
CURRICULUM COMMITTEE

Adopted date 11/27/84
Revised Date (if applicable)xxxx
Approved by Board of Trustees Date
Implementation Date
Type of Policy

BACKGROUND AND PURPOSE

POLICY

I. SCOPE OF THE POLICY

Any faculty member can initiate a curriculum proposal including a new course or a new curriculum.

II. POLICY STATEMENT

III. SECTION(S) AS NEEDED (ADD SECTIONS APPLICABLE TO THIS POLICY)

IV. PROCEDURES

Allegany College of Maryland shall adopt necessary procedures to implement this policy; and, Allegany College of Maryland may adopt additional policies for specific compliance standards as necessary.

V. OTHER PROVISIONS

VI. ADMINISTRATION OF POLICY

Such curriculum requests should be coordinated with the Vice President of Instructional Affairs. The faculty member proposing a curriculum request must complete a Curriculum Committee Action Form and all other required documentation for the request as stated in that form. The completed Action Form and documentation should then be forwarded to the Chairperson of the Curriculum Committee who will place the item on an agenda of an upcoming meeting. The faculty member proposing the curriculum request or an appropriate representative must attend this meeting. All Curriculum Committee proposals approved by the Curriculum Committee will be acted on by the College Staff at the next scheduled meeting. Any questions or additional information regarding initiating a curriculum proposal should be directed to the Chairperson of the Curriculum Committee or the Vice President of Instructional Affairs.

VII. CHANGES

Substantive changes to this policy require approval by the Board of Trustees; editorial changes, title/position changes, and/or changes to its implementation procedures may be made as required by federal or state mandate and/or institutional need with timely notice to students and employees.