

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

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**PROCEDURE TITLE:** CURRICULUM CHANGES

**BASED ON POLICY:**

**REVISION NUMBER** 7

**OFFICE OF  
RESPONSIBILITY:** ACADEMIC AFFAIRS

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**PRESIDENT**

September 28, 2012  
**DATE**

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**PURPOSE**

In order to maintain programs that are up-to-date, curricula are periodically reviewed and revised. It is also necessary from time to time to add new curricula offerings and to delete programs that are no longer needed in the service area of the College. This procedure allows for an orderly process for curriculum change.

**PROCEDURE**

1. The curriculum change is defined to include the following categories of activity:
  - a. changes to admission or graduation requirements of a curriculum
  - b. addition to or deletion of courses in a curriculum
  - c. changes in course configuration
  - d. introduction of new curricula to the College
  - e. cancellation of programs
  
2. Upon recommendation of the faculty and/or Division Dean, the Dean may initiate changes to the curriculum offerings of his/her division. The Division Dean will review the proposed change with the staff assistant working with the Curriculum Committee

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Chair to ensure that all changes are technically correct.

3. Proposed changes will be prepared in the form of a written proposal. The proposal submitted to the committee will include a Curriculum Review Checklist. The Curriculum Review Checklist will contain:
  - a. A complete description of the requested change
  - b. The justification of the requested change
  - c. Any course deletions or additions as necessary to affect this change, including a notation as to whether these deletions or additions need to also be made to the local Catalog of Approved Courses (CAC). In the case of the addition of new courses, a course description in the format of the state CAC must be attached to the proposal, and,
  - d. Documentation of support from the chairperson of the appropriate Advisory Committee and the appropriate Division Dean.

Should the proposal require modifications in the requirements of a degree, diploma, or certificate, attachments to the checklist will include:

- a. The exiting program model and a revised model incorporating the requested changes, and;
- b. The exiting suggested sequence of courses and a revised sequence of courses incorporating the requested changes.

The proposal may also include any other documents deemed necessary by the Curriculum Committee Chair to assist the committee in analyzing the proposal.

4. The Division Dean will then forward copies of the proposal to the chairperson of the Curriculum Committee and Vice President for Academic Affairs at least 14 days prior to the meeting in which the change is to be discussed.
5. At least 7 days prior to the Curriculum Committee meeting, the committee chairperson will send the agenda with a copy of each proposal to each committee member and to the Vice President for Academic Affairs.
6. The Curriculum Committee will meet at least quarterly to consider the proposals and will recommend a course of action to the Vice President for Academic Affairs.

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7. The Vice President for Academic Affairs may take one of the following actions:
  - a. approve the proposal
  - b. return the proposal to the Curriculum Committee for clarification, or
  - c. disapprove the proposal
8. In the case of a recommendation for a new program or new curriculum to the College, the Vice President for Academic Affairs will proceed with the steps for approval at the College Commission, South Carolina Technical College System, the South Carolina Commission on Higher Education, Southern Association of Colleges and Schools Commission on Colleges, and the Veteran's Administration, as appropriate.
9. Upon approval, the Vice President for Academic Affairs will provide notification of approval and the effective date for the change to the Academic Leadership Council, members of the Curriculum Committee, and the Strategic Leadership Team members for their dispersal to the appropriate parties.
10. If the Vice President for Academic Affairs disapproves the proposal, he/she will notify the Division Dean of the reason in writing, with copies to the Curriculum Committee.
11. If the Division Dean still feels that the proposal is in the best interest of the program, he/she may revise the proposal and resubmit it in accordance with this procedure.