

**Curriculum Committee  
Implementation Times**

New Related Instruction certifications, General Education certifications, program amendments, new courses, and course edits, must be approved by Curriculum Committee within catalog deadlines in order to make the catalog print for the upcoming academic year. Typically AS degree changes must be approved by the second Curriculum Committee meeting in January, and all other degree and course descriptions must be approved by the first Curriculum Committee meeting in February. Deadlines vary each year.

**AS and CTE Program changes** that are approved by Curriculum Committee go in effect during the following academic year. (e.g. program amendments that are approved during the 2016-17 academic year will go into effect during the 2017-18 academic year.) Accreditation and state standards could result in a program amendment that must be implemented during the current academic year.

**AAOT, AGS, ASOT-Business, and ASOT- Computer Science changes** that are general education requirements, will go into effect immediately and can be retroactively applied. Changes to these programs that are not general education requirements will go into effect the following academic year.

**New courses and course changes** that are approved by Curriculum Committee go into effect during the following academic year or term depending on the impact of the course change. Three levels of course changes:

1. New courses and course changes that do not affect programs
   1. go into effect during the following academic term
2. New courses and course changes that do not affect program curriculum, but are requisites of courses within a program
   1. go into effect during the following academic term
3. New courses and course changes that affect the program requirements, such as content or credit hours
   1. go into effect during the following academic year

***Related instruction approval timings are as follows:***

* If the course is new, the course will be related instruction certified for the next academic year
* If a currently approved course is edited to be certificated as related instruction, that certification goes into effect during the current academic year
* If a currently approved course is being removed from the related instruction list, the removal goes into effect at the start of the upcoming academic year

***General education approval timings are as follows:***

* If the course is new, the course will be general education certified for the next academic year
* If a currently approved course is edited to be certificated as general education, that certification goes into effect during the current academic year
* If a currently approved course is being removed from the general education list, the removal goes into effect at the start of the upcoming academic year

Upon approval from the Curriculum Committee it is the responsibility of the Department Chairs to adhere to implementation dates.

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| **Curriculum Committee Review History** | |
| Reviewed | July 6, 2017 |
| Reviewed | August 3, 2017 |
| Implemented |  |