

Central Virginia Community College Policies
V – Academic Administration and Responsibilities
Course Development



Policy #:	CVCC0126
Effective:	__/__/__
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

Course Development

The following chart illustrates the channels through which proposals for new courses, degree curricula, and certificate and diploma curricula must pass before formal adoption by the College. Curriculum development projects must be submitted through supervisory channels to reach the Vice President for Academic Affairs and Student Services no later than one semester before the project is to take place. For instructions and additional information, contact the Vice President for Academic Affairs and Student Services.

	Courses	Degree Curriculums	Diploma & Certificate Curriculums
Origination	Faculty and/or Local Demand	Local demand through direct contact with administration or Local College Board	Local demand through direct contact with administration or Local College Board
Development	Instructional Division	Faculty and Local Advisory Committee	Faculty and Local Advisory Committee
Approval	<ol style="list-style-type: none"> 1. Administration 2. Curriculum Committee 3. Virginia Community College System 	<ol style="list-style-type: none"> 4. Administration 5. Curriculum Committee 6. Curriculum and Program Committee of the CVCC Board. 7. Virginia Community College System 8. State Board for Community Colleges 9. State Council for Higher Education <p>Control of All Areas</p> <ol style="list-style-type: none"> 10. Instructional Div. (content, text, materials, etc.) 11. Administration (general and budgetary) 	<ol style="list-style-type: none"> 12. Administration 13. Curriculum Committee 14. Curriculum and Program Committee of the CVCC Board. 15. Virginia Community College System 16. State Board for Community Colleges