

## ***Expedited Curriculum Approval Guidelines***

### CRITERIA FOR IMMINENT NEED:

*Proposals for expedited curriculum committee approval will be accepted if they meet one of the following criteria:*

- To avoid loss of accreditation from an outside agency
- To avoid loss of course articulation
- To facilitate Work Force Training demands
- To accommodate programs with course changes that would adversely impact students' abilities to progress.

The following are examples that would *not* qualify as imminent need:

- The course originator did not prepare adequately to meet the established curriculum review timeline.
- Contracts in place that include specific curriculum that was not approved by the curriculum committee at the time of the signing of the contract.
- Classes have already been scheduled and students are enrolled prior to the curriculum being approved as a part of the curriculum committee process.

### PROCEDURES FOR EXPEDITED APPROVAL:

#### New Courses

Faculty requesting expedited approval shall follow the following procedure:

For new courses, complete steps 1 through 3.

For revisions of existing courses that are compliant, complete steps 2 through 3.

For revisions of existing courses that are non-compliant, complete steps 1 through 3.

For requesting DE modality only for an existing compliant course, complete steps 2 through 4.

1. Enter the course into Curricuweb for submittal to the committee.
2. Notify the Curriculum Specialist and Curriculum Representative for area of concern that expedited approval is being requested.
3. Provide a written rationale demonstrating imminent need.
4. Complete the current TMI form and submit to Curriculum Specialist.

The request will then be placed before the committee for full committee vote.

In instances when the full committee is unavailable (e.g, Summer), the co-chairs and a minimum of two curriculum representatives will review the request. If the expedited approval request is granted, the item will be placed on the next scheduled curriculum meeting for notification.

#### APPEAL:

An item denied as imminent need by the process above can be appealed to the Vice-President of Instruction.