

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE <small>ARIZONA WESTERN COLLEGE</small>		PROCEDURE 615.3	
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Section:	Instruction	Subject:	Curriculum Procedure

PURPOSE

To provide documentation regarding the College procedure for establishing new curriculum, modifying curriculum, and ending courses or academic programs.

PROCEDURE

1. Curriculum Committee Structure

1.1 Appointment of committee members

- 1.1.1 Appointments represent faculty members (representative of the academic divisions), the Vice President for Learning Services, the Director of Assessment, Program Review, Curriculum and Articulation, and a faculty members from Arizona State University, Northern Arizona University-Yuma, and or The University of Arizona who serve as ex-officio members.
- 1.1.2 Appointments to the Curriculum Committee are made during the spring semester for the following academic year.

2. Curriculum Process

2.1 The *Curriculum Committee* evaluates and acts on proposals for change in the curriculum. The curriculum is processed through the Arizona Curriculum Review and Evaluation System (ACRES) with various levels of approvals depending on the curricular addition, change, and or deletion.

2.2 Once a curriculum item is approved, the Curriculum and Articulation office coordinates implementation of the addition, deletion, or revision of the curricular item.