

PROCEDURE

Number: 41-09
Title: New Curriculum Guidelines
Responsibility: Academic Affairs
Original Approval Date: 02/03/2004
Last Cabinet Review: 06/03/2025
Last Revision: 05/31/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

To establish a procedure by which a new curriculum can be developed at the College.

PROCEDURE

A proposal for the addition of a new certificate, diploma, or degree curriculum at the College can be initiated by a faculty member. To receive consideration, a written proposal must be submitted to the Curriculum and Instruction Committee (CIC) for review and recommendation.

For all new programs, the proposal must be prepared following the South Carolina Technical College System (SCTCS) Curriculum guidelines. The SCTCS Curriculum guide requires the college to address the need for the program based on economic and workforce data, the program's potential for financial stability, faculty needs, its relationship to other programs in the state, and the support of the Area Commission. Additionally, the proposal must follow the FDTC CIC forms and checklists, which address financial aid, SACSCOC substantive change, the library, and the inclusion of stakeholders in the proposal development process.

1. The initiator presents the proposal to the Curriculum Instruction Committee (CIC) at a scheduled FDTC CIC meeting for review and recommended action.

2. CIC submits the recommendation to VPAA for next steps.
3. VPAA follows the steps outlined in the CIC forms and checklist based on the recommended action.