

POLICY

- A. All courses, curricula and programs, including development, modifications and deletions are the responsibility of the Academic Division, who shall make proposals to the Curriculum Committee. The Committee will make recommendations to the College Senate.
- B. The College shall establish criteria and procedures to be utilized in developing courses and curricula to insure maximum participation of the College community, and also to provide the flexibility needed to permit timely response to community requests for educational services.
- C. All procedures established shall be in accordance with College Senate Bylaws and Rules of Procedures and standards established by the New Jersey Commission on Higher Education.

Adopted: February 21, 1972
Revised: April 23, 1979
Revised: March 28, 1988
Revised: April 22, 1996
Revised: February 28, 2000
Revised: August 25, 2008

PROCEDURE

- A. Curriculum matters outlined below shall be sent to the Curriculum Committee by the Vice President of Academic Affairs and presented to that committee by the Dean concerned, using the College's curriculum management software for both the curriculum content and all approvals.
 - 1. Proposals for the additions, deletions or revisions of curricula leading to an associate degree or to diplomas or certificates which include the awarding of college credit.
 - 2. Additions, deletions or revisions of all credit courses to which numbers are assigned and which are to appear in the College catalog as continuous offerings.
- B. If approved by the Curriculum Committee, the matter shall be forwarded by the chairperson via the curriculum management software workflow to the Executive Secretary of the College Senate for inclusion on the next Senate agenda.

If disapproved by the Curriculum Committee, the matter shall be returned to the Vice President of Academic Affairs via the curriculum management software workflow.
- C. Curriculum matters approved by the College Senate shall be endorsed by the Executive Secretary and transmitted to the Office of the President for review and recommendation to the Board of Trustees for final approval or return to the College Senate.

Adopted: March 22, 1971
Revised: February 21, 1972
Revised: April 23, 1979
Revised: May 17, 1983
Revised: February 27, 1996
Revised: April 30, 1996
Revised: April 25, 2000
Revised: November 21, 2000
Revised: November 20, 2003
Revised: August 25, 2008
Revised: June 29, 2023