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**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
INSTRUCTIONAL PROGRAM AND DEGREE REQUIREMENTS**

Section: 4000	Initial Date of Approval: 1/30/09 Revision Date(s): 4/20/17
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PURPOSE

It is Skagit Valley College's responsibility to develop and maintain a comprehensive program of instruction which includes academic transfer courses, workforce education, basic skills instruction (adult basic education and English as a Second Language), and opportunities for business and community development.

Policies and procedures in this section provide clear rules and processes by which the college fulfills this responsibility.

REFERENCES

NWCCU Standards 2.A.12-14, 2.C, 2.E

RCW 28B.50.020

RCW 28B.50.090(3)(a)

RCW 28B.50.090(7)(c)

ICRC Direct Transfer Agreement for Associate in Arts Degree, approved 1996, effective 1998

SBCTC: Transfer Associate Degrees – Major Ready Pathways (MRP)

SBCTC: Professional/Technical Program Approval Process Policy (updated 5/14/09)

SVC Board of Trustees Policy BSL -2 (6)

POLICY

As an accredited institution, Skagit Valley College is responsible for creating and maintaining high quality instructional programs regardless of delivery method. All college programs culminate in identified student competencies and lead to degrees or certificates in recognized and approved fields of study.

The goals of the institution's educational programs, including instructional policies, methods, and delivery systems, support the College's mission. The College's curriculum (programs and courses) is planned both for optimal learning and accessible scheduling. Degree and certificate programs demonstrate a coherent design and are characterized by appropriate breadth and depth, sequencing of courses, synthesis of learning, and the assessment of learning outcomes. The use of library and other information resources are required.

PROCEDURE

4000.05 Adding Instructional Programs and Certificates

New degrees or certificates of 45 credits or more may be recommended by any member of the college community, the Board of Trustees, or the public at large.

Newly recommended academic programs must establish that a need and sufficient resources exist to offer the program. The proposal can be submitted directly to the Instruction Committee for deliberation or to the Governance Steering Committee, which will refer it to the Instruction Committee and follow its progress to completion. All actions of the Instruction Committee will be reported to the Governance Steering Committee and sent to the Academic Dean and the Vice President for, Instruction for review, comment and approval.

Newly recommended workforce programs must be approved by the Dean of Workforce Education and the Vice President for Instruction prior to initiating the specified approval process required by the State Board for Community and Technical Colleges. If approved by the SBCTC, the proposal is sent to the SVC Instruction Committee for its review and recommendation, and to the Vice President for review, comments and final approval. In order to expedite the internal process, proposals may be sent to the Instruction Committee and the SBCTC simultaneously.

The following processes are also utilized:

- a) Significant modification of existing professional technical programs and certificates of twenty credits or more must be approved through the SBCTC approval process prior to college approval and adoption. Review and comment on any significant modification will be provided by the Instruction Committee and the Vice President for Instruction. Final approval rests with the President.
- b) Course additions, modifications, or deletions must be submitted to the Instruction Committee for review. The Vice President for Instruction has final approval authority.

4000.10 Administrator Responsibilities: the Vice President for Instruction is a standing member of the Instruction committee. The Vice President will be party to all actions taken by the Instruction Committee, and has authority to comment on committee actions and deliberations.

4000.20 Program Review

Instructional programs are reviewed for improvement purposes on a regular schedule by faculty, division/department chairs, deans and the Vice President for Instruction.

The Director of Institutional Planning and Effectiveness assists faculty, division and department chairs, deans, Vice President Whidbey Island Campus, and the Vice President for Instruction in the program review process. The Vice President for

Instruction monitors program improvement efforts through the program planning and assessment process.

4000. 25 Program Termination

POLICY

The President's Cabinet is responsible for initiation of reviews for degree and certificate programs. If the Cabinet determines that the viability or success of the program is jeopardized, the Cabinet may ask the Vice President for Instruction, to conduct a viability review.

At the end of the review period, the Vice President for Instruction will make a recommendation, which may include termination, to the Cabinet regarding program status. Final authority for any program termination rests with the President.

No part of the program termination process in any way relieves the College of its responsibility for adherence to provisions of the faculty collective bargaining agreement or Washington law concerning termination of employment.

PROCEDURE

The Vice President for Instruction will call for a program viability committee to be formed to examine the program's viability and determine whether program termination is advisable. The committee will evaluate the program according to the criteria established for program review, develop strategies to correct deficiencies, and determine a reasonable timeline in which to bring about satisfactory resolution to the identified area(s) of weakness.

During this time, the program will be considered on "viability review status." The committee will provide written notice to the program staff, specifying the expectations that will enable the program to be declared viable.

Administrative Responsibility: Vice President for Instruction

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR
COURSE DEVELOPMENT, OUTLINES, CODING, AND SYLLABI**

Section: 4100	Initial Date of Approval: 1/30/09 Revision Date(s): 4/20/17
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PURPOSE

To provide guidance on the development of courses, establish content for course outlines and syllabi, and to ensure consistent coding.

REFERENCES

NWCCU Standards 2.A.6, 2.A.7
SBCTC Course Coding Procedures and Guidelines, and Credit Hours/Credit
Equivalents by Type of Instruction
RCW 43.88
RCW 28B.50.020
RCW 28B.50.090 (7) (b, c, and e)
RCW 28B.50.140 (11, 16, and 17)
WAC 131-32-010
WAC 131-32-020
SVC Faculty Guidelines

POLICY

The College will ensure compliance with state guidelines and regional accreditation standards in the development, approval and coding of courses.

The College's course outline system is the official resource for developing, approving, and referencing College course information. Course records in this system are the source for course information in the College catalog and schedule (both printed and on-line), and serve as the foundation for faculty instruction, establishing credits, title, intent, degree distribution or program requirements, course description, prerequisites, course content, and student learning outcomes (discipline-specific and general education). All faculty must adhere to the course outline in their instruction. All College faculty, staff, students, and community members have access to course information in this system.

PROCEDURE

4100.05 Course Changes & Course Development

New course proposals, modifications, or deletions originate with a faculty division/department chair or equivalent, using the College's course outline system, and

require review by district division/department chairs, the appropriate Dean/Vice President-Whidbey Island Campus. The Vice President for Instruction reviews and has final approval for all course outline submittals. Upon final approval, pertinent course information from the course outline is entered into the College's catalog.

All new courses and course modifications must go through the Instruction Committee for review. Minor course changes such as course names, numbering, error corrections, and small coding changes may be submitted as information items and do not require a formal recommendation or vote by Instruction Committee.

Course additions, modifications, or deletions which change course learning outcomes and/or which impact degree requirements and would alter those requirements must be submitted to the Instruction Committee for review and recommendation to the Vice President for Instruction for final approval.

The Vice President for Instruction may grant approval of new courses and course modifications on a temporary basis not to exceed one full academic quarter in instances when it is not practical for the Instruction Committee to make a timely recommendation.

4100.10 Course Coding

To establish the appropriate coding status for new or existing courses, the College supplies the following course information:

- a. A course description with sufficient detail to convey subject area and institutional intent of the proposed offering;
- b. Basic skills/developmental education courses will be numbered below 100; college level courses will be numbered 100 and above;
- c. Each course will have one approved title used for both reporting and publication purposes;
- d. Assignment of a Classification of Instructional Program code (CIP) that best matches the subject area and institutional intent for offering the course;
- e. Assignment of a three-digit Educational Program Code (EPC), if the course is or will be part of an approved workforce program;
- f. Number and type of instructional contact hours and course credits;
- g. Whether the course is designed to meet academically disadvantaged students or those with limited English skills;
- h. Whether the course has a workforce training component.

4100.15 Course Syllabus

Instructors of credit-bearing courses are required to distribute a course syllabus to students within the first week of class.

The course section syllabus is based on the course outline entered into the course outline system. The template for the syllabus is outlined in the Faculty Guidelines. The instructor will provide a copy of the course syllabus to his/her instructional administrator

and division/department chair or equivalent prior to the first class session (or the beginning of the quarter for online sections).

Administrative Responsibility: Vice President for Instruction

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE FOR
STUDENT HOLIDAYS FOR REASON OF FAITH OR CONSCIENCE**

Section: 4100.25	Initial Date of Approval: June 18, 2015 Revision Date(s):
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POLICY

Skagit Valley College students are entitled to two days of excused absences per academic year for reasons of faith or conscience or for organized activities conducted under the auspices of a religious denomination, church, or religious organization. The academic year is defined as summer through spring quarters.

Students' grades may not be adversely impacted by absences authorized under this policy.

Each holiday taken under this policy must be taken as a whole day, i.e. the day may not be divided into hours and taken piecemeal.

PROCEDURE

(1) Students must coordinate an absence with the Office of the Vice President of Instruction at least two-weeks prior to the desired absence, unless the purpose of the absence was not known until later. All requests for authorized absences under this policy must be in writing and contain a concise explanation of how the requested holiday is related to a reason of faith or conscience or an organized activity conducted under the auspices of a religious denomination, church, or religious organization.

(2) All absences under this policy must be authorized by the Office of the Vice President of Instruction in advance of the absence. The college will not authorize an absence for a student after the absence occurs without compelling circumstances.

(3) The Office of the Vice President of Instruction will provide the student with a document verifying the date of the authorized absence and further instructions. In order to ensure that their absence does not negatively affect their grades, the student must comply with directions for notifying their instructors of their upcoming authorized absence. The student is solely responsible for ensuring the documentation authorizing

the absence is provided to each of the instructors whose classes or assignments will be affected by the absence.

(4) After an instructor is notified by the student of an upcoming absence, the instructor will determine what adjustments, if any, will need to be made to the student's scheduled classwork or assignments. The instructor shall inform the student of these adjustments within two days of receiving the student's notification.

(5) If the student's desired absence date is on a day when a test was scheduled or an assignment was due, the instructor may require that the student take the test or submit the assignment before or after the regularly assigned date.

(6) Regardless of an instructor's class expectations or grading policies, absences authorized under this policy shall not adversely impact a student's grade

(7) If a student fails to notify any of their instructors of an authorized absence (as directed by the Office of the Vice President of Instruction), the instructor is not obligated to make any accommodations for the student's absence or treat the absence as authorized under this policy or the law.

Administrative Responsibility: Vice President of Instruction

**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR ASSIGNMENT OF CREDIT**

Section: 4200	Initial Date of Approval: 1/30/09 Revision Date(s):
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PURPOSE

To provide a systemic process for assigning course credit in compliance with approved SBCTC policy.

REFERENCES

NWCCU Standard 2.A.6, 2.A.7 and Standard 3.C.1-3.
SBCTC: Course Coding Procedures and Guidelines, Credit Hours/Credit
Equivalents by Type of Instruction
RCW 28B.50.090(7)(e)
Negotiated Agreement

POLICY

The College follows the definitions and rules as approved by the SBCTC in establishing credit values or their equivalent.

PROCEDURE

4200.05 Instructional Units

A normal teaching load for full-time faculty is defined in the Negotiated Agreement.
Guidelines for determining credit, labs, lectures, and clinical hours are based on the State Board for Community and Technical College Policy Manual.

4200.15 Course Credit Hours

As part of the process for adding new courses or modifying existing courses in the College's course outline system, division/department chairs and instructional administrators review the type and number of contact hours and credit equivalent for compliance with College policy. The Executive Vice President for Instruction and Student Services reviews and has final approval for all course outline information, including credit assignment. Upon final approval, credit assignment and other course outline information is entered into the College's course outline system.

Administrative Responsibility: Vice President for Instruction
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**SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR ACADEMIC STANDARDS AND GRADING**

Section: 4300	Initial Date of Approval: 1/30/09 Revision Date(s):
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PURPOSE

The College evaluates student learning or achievement upon clearly stated and distinguishable criteria.

REFERENCES

NWCCU Standard 2.5 and Standard 3.C.1, 2, 4.
SBCTC: Guidelines for Prior Learning Assessment (Approved Jan. 2000)
SVC 2005-07 Catalog
Chapter 132D-120 WAC

POLICY

4301 Assignment of Grades and Student Challenges

Evaluation of student performance in College courses and the assigning of grades is the instructor's prerogative in accordance with the following grading standards.

These standards are referenced in the College's catalog.

Classification	Letter Grade	Grade Point
Excellent	A	4.00
Above Average	A-	3.70
	B+	3.30
	B	3.00
Average	B-	2.70
	C+	2.30
	C	2.00
Below Average	C-	1.70
	D+	1.30
	D	1.00
	D-	0.70
Failing	E	0.00

Other		
Grade not received from instructor	*	Not counted in GPA
Incomplete	I	Not counted in GPA
Audit	N	Not counted in GPA
Pass	P	Not counted in GPA
Ceased Attendance	V	Not counted in GPA
Withdrawal	W	Not counted in GPA
In Progress/Reregister	Y	Not counted in GPA
Passing Level Work Not Attained	Z	Not counted in GPA
Course Repeated	Grade+R	Not counted in GPA
Statue of Limitations	Grade+*	Not counted in GPA

Students may seek redress for matters relating to student evaluation through utilization of the Student Grievance Policy, referenced in the College's Code of Student Rights and Responsibilities.

4302 Credit for Prior Learning

Skagit Valley College will assess and award credit for prior learning that has occurred outside the classroom and/or through previous educational endeavors per the Washington State Community and Technical College Guidelines for Prior Learning Assessment.

Application of credits to the College's AAUCT and other transfer degrees shall be in accordance with requirements in the College catalog.

4303 Transferring in Credit from Other Colleges

Skagit Valley College will accept native credits and transferred in credits according to the applicability to the student's chosen program.

In the case of advanced placement, the Skagit Valley College evaluator will, upon receipt of the completed advanced placement courses on official transcript, determine applicability of courses to the student's chosen program.

Application of credits to the College's AAUCT and other transfer degrees shall be in accordance with requirements in the College catalog.

4304 Degree and Certificate Requirements

To be awarded college degrees, certificates, and/or diplomas, students must complete requirements currently in effect as specified in the College catalog, with the provision that a student who is continuously enrolled (with the exception of summer quarter) may qualify for graduation on the basis of requirements stated in the catalog that was in existence when the student first enrolled.

PROCEDURE

Evaluation procedures can be found in the Skagit Valley College Catalog.

Administrative Responsibility: Executive Vice President, Instruction & Student Services