Approved VCCC: 2/9/2011
Revised by VCCC: 2/23/2011

Policy to Ensure Programs are Attainable Graduation Requirements

Background: On October 21, 1999, the Senate approved the following motion on recommendation from the VCCC:

> "Courses required by a department for certificate or Associate degree must be offered at least once every 2 academic years. If the required course has not been offered within that period, the department chair must offer another available class as a substitute for the certificate or degree requirement.
>
> In order to facilitate a student's completion of degree or certificate in a timely manner, no course shall be listed in the Valley College Catalog as a certificate or degree major requirement unless it is offered at least once every 2 academic years. (However, not every course in an elective choice listing need be offered every 2 years as long as enough choices are provided so that the student can complete the required elective units within 2 years.) If the required course is offered at least every 2 years but not every year, the department chair should provide the student with additional course choices whenever possible, listing in the Catalog alternatives to required courses, such as another course that is offered every year. As part of its program review process, each department needs to review its degree and certificate requirements and make whatever changes are needed to comply with these standards.
>
> If problems arise due to the infrequent scheduling of a required course, the Graduation Office will request that the department chair designate an alternative course to the required course. The department chair must approve (designate) an available alternative course. Whenever possible, the chair should allow the course s/he has designated as an acceptable substitution to be applied by the Graduation Office on a blanket approval of the chair. The Graduation Office may refer cases to the Valley College Curriculum Committee when departments have refused to approve a course substitution."

Policy: In light of changing requirements and expectations, the VCCC is recommending the following policy to replace the previously approved policy:

> Courses required by a department for certificate or Associate degree must be offered at least once every 2 academic years. In order to facilitate a student's completion of degree or certificate requirements in a timely manner, no course shall be listed in the Valley College Catalog as a certificate or degree major requirement unless it is offered at least once every 2 academic years. Courses that are only listed as restricted electives need not be offered every two years as long as enough choices are provided so that the student can complete the required elective units within two years.
>
> If it is found that a required course has not been offered within a 2 year period, the Curriculum Committee Chair will notify the appropriate Department Chair and Area Dean. The Department Chair shall submit a Program Change Form to the Curriculum Committee to restructure the program so that all required courses are offered at least once

every 2 academic years. If this change is not submitted by the Department and approved by the Curriculum Committee by the time of catalog updating, the Dean responsible for catalog production will notify the department chair that the program is being pulled from the catalog. All program changes must be approved by the Curriculum Committee.

Until program restructuring is complete, students may need to file a form for course substitution with the Graduation Office. The Graduation Office may refer cases of non-compliance of this policy to the Valley College Curriculum Committee.

NOTIFICATION OF CURRICULAR POLICY CHANGES

This document serves to notify the college administration of the Academic Senate's recommended policies and to obtain concurrence of the College President.

At its March 17, 2011 meeting, the Valley College Academic Senate passed the following motion, which is to be effective beginning the Spring 2011 semester.

Policy to Ensure Programs are Attainable - Graduation Requirements

This policy replaces the policy previously approved in October 1999 (see attached).

Courses required by a department for certificate or Associate degree must be offered at least once every 2 academic years. In order to facilitate a student's completion of degree or certificate requirements in a timely manner, no course shall be listed in the Valley College Catalog as a certificate or degree major requirement unless it is offered at least once every 2 academic years. Courses that are only listed as restricted electives need not be offered every two years as long as enough choices are provided so that the student can complete the required elective units within two years.

If it is found that a required course has not been offered within a 2 year period, the Curriculum Committee Chair will notify the appropriate Department Chair and Area Dean. The Department Chair shall submit a Program Change Form to the Curriculum Committee to restructure the program so that all required courses are offered at least once every 2 academic years. If this change is not submitted by the Department and approved by the Curriculum Committee by the time of catalog updating, the Dean responsible for catalog production will notify the department chair that the program is being pulled from the catalog. All program changes must be approved by the Curriculum Committee.

Until program restructuring is complete, students may need to file a form for course substitution with the Graduation Office. The Graduation Office may refer cases of non-compliance of this policy to the Valley College Curriculum Committee.

President, Academic Senate

Chair, Curriculum Committee

Concurrence by the College President:

President

4/8/2011
Date

After the President signs, the document is forwarded to Academic Affairs where it will be forwarded for distribution to the following persons:

cc:

President, Academic Senate
Dean, Curriculum, Academic Affairs
Chair, Counseling Department
Dean of Admissions/Graduation Office

Chair, Curriculum Committee
Vice President, Student Services
Articulation Officer
Department Chairs
Vice President, Academic Affairs