CONNORS STATE COLLEGE

New or Substantive Change to a Certificate or Program Workflow

1 Pre-Proposal Process

Faculty and Division Chair should meet with the Curriculum Committee Chair to develop the proposal for a new or modification to an existing certificate or degree program.

2 Proposal Submitted

Faculty or division chair submit the proposal form for institutional review. The proposal deadline is **September 30th**. Please note that only division chairs may submit a proposal for the deletion of a certificate or degree program.

3 Curriculum Committee Review

The proposal form is presented and discussed during the Curriculum Committee meeting with members voting on the proposal.

4 Board of Regents Agenda

Academic Affairs will work with the President's Office to add the item to the Board of Regents for the Oklahoma A&M College meeting agenda.

5 Board of Regents Materials

Academic Affairs including the faculty and division chair, will work to provide supporting documentation for the Board of Regents' review.

6 Formal Presentation to Board of Regents

The President's Office will facilitate the formal presentation and discussion at the Board of Regents' meeting.

7 Submission to OSRHE for approval

Academic Affairs will submit the forms to the Oklahoma State Regents for Higher Education for review.

8 Submission to HLC for review

Academic Affairs will submit the forms to the Higher Learning Commission as part of its accreditation review. If approved, Academic Affairs will work with the Registrar's Office to update the Connors State College Catalog.

CONNORS
STATE COLLEGE

Addition, Deletion, or Modification to Courses Workflow

1 Pre-Proposal Process

Faculty and Division Chair should meet to develop the proposal for adding, deleting, or modifying courses.

2 Proposal Submitted

Faculty or division chair submits the proposal form for institutional review. The proposal deadline is **September 30th.**

3 Curriculum Committee Review

The proposal form is presented and discussed during the Curriculum Committee meeting with members voting on the proposal.

4 Course Catalog Update

If approved, the Curriculum Committee Chair will work with the Registrar's Office to update the course in the Connors State College Catalog.