Table of Contents

Section: 4000	**Initial Date of Approval: 1/30/09** **Revision Date(s): 4/20/17, 6/22/20, 6/10/22**

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

The requirements for degrees, certificates, and high school diplomas awarded by the state's community and technical colleges must follow guidelines and approval processes established by the State Board of Community and Technical Colleges (SBCTC).

> 1. New or significant modifications to degrees or certificates of 45 credits or more shall be proposed and recommended through the college's operational planning process. Certificates of less than 45 credits shall be proposed and recommended through the department chair, appropriate dean, and the Instruction Committee.
>
> 2. New or significant modifications to degrees and certificates of 45 credits or more shall be submitted by the appropriate department chair and/or Dean to the General Education Committee for deliberation. All actions of the General Education Committee will be sent to the supervising Dean and the Vice President for Instruction for review, comment, and approval.
>
> 3. The Vice President for Instruction initiates the specified approval process required by the SBCTC. In order to expedite the internal process, proposals may be sent to the General Education Committee and the SBCTC simultaneously.
>
> 4. The Vice President for Instruction submits new degrees to the President for final approval by the Board of Trustees.

4000.10 Administrator Responsibilities: the Vice President for Instruction is a member of the General Education Committee. The Vice President will be party to all actions taken by General Education 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, department chairs, deans and the Vice President for Instruction.

The Director of Institutional Planning and Effectiveness assists faculty, department chairs, deans, 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

Program viability analysis occurs every two years in alignment with the College's Operational Planning process. Program viability includes a review of enrollment trends, industry standards, employment rates, and current wages.

At the end of the viability review period, the Vice President for Instruction will make a recommendation to President's 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. Program termination does not relieve the College of its commitment to students to complete a credential within an impacted program. Programs may be placed on temporary hiatus, or close enrollment for one year, without following the Program Viability and Program Termination procedure if there is no staffing, the program needs extensive redesign, or due to temporary budgetary reductions. For the purposes of this policy, **program** is defined by NWCCU as *a systematic, usually sequential, grouping of courses, forming a considerable part, or all, of the requirements for a degree or a credential. In this context, the General Education components of baccalaureate degrees and transfer associate degrees and the related instruction components of applied degrees are considered to be programs.*

PROCEDURE

Program viability data will be provided to department chairs and instructional administrators in alignment with the College Operational Planning process. If programs show declining enrollment, misalignment of curriculum with industry, or diminishing employability and/or low wages, department chairs and the appropriate instructional administrator will develop strategies to correct deficiencies, and determine a reasonable timeline in which to bring about satisfactory resolution to the identified area(s) needing improvement. 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. If it is determined that the program is not viable, the Vice President for Instruction will make a recommendation of program termination to President's Cabinet. Final authority for any program termination rests with the President.

Administrative Responsibility: Vice President for Instruction

Program Viability and Program Termination

Process Flow
Program Viability
Program Viability review will follow the established planning and decision-making processes of the college in adherence with OPPM 4000.25.

- Program viability analysis is conducted every two years in line with the College's Operational Planning process.
- Deans and Department Chairs will review viability data including enrollment trends, industry standards, employment rates, and current wages based on established criteria.
- If established thresholds are not met, the Department Chair and Dean work together to establish a plan for improvement with an agreed upon timeline.
    - If outcomes improve, the program will continue with regular program viability cycle.
    - If data shows no improvement, and the program is determined not viable, the *Program Closure* process will be initiated and followed.
- Regardless of Program Viability, programs or degrees may be placed on temporary hiatus, or delay enrollment for one year due to:
    - Temporary budget reductions
    - Enrollment concerns
    - Advisory Committee and/or industry feedback
    - Students consistently not meeting learning outcomes
    - Changes in regional workforce needs

Program Closure
Decisions to eliminate or suspend programs will follow the established planning and decision-making processes of the college and, in the event of program closure, will adhere to OPPM 4000.25.

1. If it is determined that the program will not achieve viability, then the appropriate Instructional Administrator and Vice President of Instruction presents closure to Cabinet for consideration.
2. Cabinet determines if the program will be closed or implement a remediation plan.
3. The appropriate Instructional Administrator discusses the outcome with program faculty
    a. If a reduction of force is necessary, refer to section *14.3 Dismissal of Tenured or Probationary Faculty as the Result of Reduction in Force* in the SVCFT collective bargaining agreement.
4. The appropriate Instructional Administrator presents termination of Associates level programs to the General Education Committee, or Bachelors programs to Instruction Committee, as an informational item,
5. The appropriate Instructional Administrator meets with department faculty to determine a Teach-Out Plan
    a. Closure of degree or certificate programs will follow the NWCCU Teach-Out Plans and Teach-Out Agreements Policy and provide currently enrolled students a reasonable opportunity to complete their program.
    b. Ensure a teach-out plan is written, provides for equitable treatment of students, and:
        i. is consistent with applicable NWCCU standards;
        ii. provides that the institution will maintain the necessary experience, resources, and support services to provide an educational program that is of acceptable quality and reasonably similar in content, structure, and scheduling promised to students upon enrollment;

iii. demonstrates the institution's stability and the ability to carry out its mission and meet all obligations to existing students; and

iv. offers the program to students without additional charge over what had been previously in place, when the institution conducts the teach-out without involving another entity, or if another entity is involved, provides notification to students of any additional charges.

c. The practice for "teaching out" when a program is eliminated involves the following:

  i. Students are notified of changes in program status as early as possible, providing them with the planned sequence of events and options for completing current program requirements.

  ii. This information is shared with students in a variety of ways, including announcements made in classes, on the College website, and in the SVC Catalog.

d. If students cannot complete the program within the scheduled timeline, College counselors work closely with them to make alternative arrangement to complete program requirements utilizing online classes, independent study, or enrollment at other area colleges.

6. The appropriate Instructional Administrator and the Deans of Advising and Enrollment Services meet to develop a student communication plan and timeline.

7. Program Advisor contacts all students.

8. Catalog Coordinator enters Notice of Closure with date in Acalog and in the Course Management System; communicates with campus stakeholders, including the appropriate timeline for teaching out current students.

9. The appropriate Instructional Administrator works with the Accreditation Liaison to notify the NWCCU of program termination.

10. The appropriate Instructional Administrator updates the program inventory with SBCTC 6 weeks before termination.

11. Catalog Coordinator

   a. removes the program from the catalog.

   b. Notifies marketing updates website language.

   c. Notifies the Financial Aid administrator to remove all program degrees and certificates from the Department of Education inventory.

Eliminating Degrees

1. A faculty, department chair, or instructional administrator may recommend the elimination of a degree.

2. The appropriate Instructional Administrator presents elimination to the General Education Committee as an informational item

3. The appropriate Instructional Administrator meets with department faculty to determine a Teach-Out Plan

   a. Elimination of degrees will follow the NWCCU Teach-Out Plans and Teach-Out Agreements Policy and provide currently enrolled students a reasonable opportunity to complete their program.

   b. Ensure a teach-out plan is written, provides for equitable treatment of students, and:

     i. is consistent with applicable NWCCU standards;

     ii. provides that the institution will maintain the necessary experience, resources, and support services to provide an educational degree option that is of acceptable quality and reasonably similar in content, structure, and scheduling promised to students upon enrollment;

     iii. demonstrates the institution's stability and the ability to carry out its mission and meet all obligations to existing students; and

        iv.   offers the degree to students without additional charge over what had been previously in place, when the institution conducts the teach-out without involving another entity, or if another entity is involved, provides notification to students of any additional charges.
    c.   The practice for "teaching out" when a degree is eliminated involves the following:
        i.   Students are notified of changes in degree status as early as possible, providing them with the planned sequence of events and options for completing current requirements.
        ii.   This information is shared with students in a variety of ways, including announcements made in classes, on the College website, and in the SVC Catalog.
    d.   If students cannot complete the degree within the scheduled timeline, College counselors work closely with them to make alternative arrangement to complete degree requirements utilizing online classes, independent study, or enrollment at other area colleges.

4. The appropriate Instructional Administrator and the Deans of Advising and Enrollment Services meet to develop a student communication plan.
5. Program Advisor contacts all students.
6. Catalog Coordinator enters Notice of Closure with date in Acalog and in the Course Management System; communicates with campus stakeholders, including the appropriate timeline for teaching out current students.
7. The appropriate Instructional Administrator works with the Accreditation Liaison to notify the NWCCU of degree elimination.
8. The appropriate Instructional Administrator updates the program inventory with SBCTC 6 weeks before elimination.
9. Catalog Coordinator
    a.   Removes the degree from the catalog.
    b.   Notifies marketing updates website language.
    c.   Notifies the Financial Aid administrator to remove the degree from the Department of Education inventory.

Eliminating Certificates

1. A faculty, department chair, or instructional administrator may recommend the elimination of a certificate.
2. The appropriate Instructional Administrator presents elimination to the Instruction Committee as an informational item
3. The appropriate Instructional Administrator asks Deans of Advising for a list of potentially impacted students.
4. Program Advisor contacts all students to complete the certificate within the catalog year.
5. Catalog Coordinator enters Notice of Closure with date in Acalog and in the Course Management System; communicates with campus stakeholders.
6. The appropriate Instructional Administrator works with the Accreditation Liaison to notify the NWCCU of certificate elimination.
7. The appropriate Instructional Administrator updates the program inventory with SBCTC.
8. Catalog Coordinator
    a.   removes the certificate from the catalog.
    b.   Notifies marketing updates website language.
    c.   Notifies the Financial Aid administrator to remove the certificate from the Department of Education inventory.

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, 6/22/20

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 outcomes 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 department chair or equivalent, using the College's course outline system, and require review by department chairs and the appropriate Dean.

Upon the Dean's approval, all new courses and course modifications must be submitted to the Instruction Committee for review and approval. 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 the Instruction Committee.

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.

Course additions, modifications, or deletions which impact SVC's local degree requirements and would alter those requirements must be submitted to the General Education Committee for review and recommendation to the Vice President for Instruction.

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):**

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):

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

SKAGIT VALLEY COLLEGE
POLICY/PROCEDURE
FOR ACADEMIC STANDARDS AND GRADING

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

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