

Process for Academic Policy Changes

The Academic Senate has the responsibility for Academic Policies of the college.

It is the responsibility of the President of the Academic Senate to coordinate changes in academic policy with the Administrative Dean of Academic Affairs and the Administrative Dean of Student and Community Affairs.

PROCESS:

ACADEMIC SENATE:

1. Reviews academic policies periodically for revisions and updating.
Academic Policy examples include:
Add/Drop Policy
Challenge/Credit by Examination
Degree Requirements
2. A representative sub-committee of the Academic Senate reviews academic policies and makes recommendations to the Academic Senate. The draft policy is forwarded to the Academic Affairs Council and the Student Services Committee for review and revisions.
3. The Mission College Academic Senate consults with the West Valley College Academic Senate on those policies which involve both colleges.
4. Following both Mission College Academic Senate approval and District Academic Senate approval or consultation, changes are recommended to the Presidents of the colleges and to the Chancellor.

The final policy recommendation will be reported to the Academic Affairs Council and the Student Services Committee by the President of the Academic Senate.

5. The Chancellor recommends the policy to the District Board of Trustees for final approval.
6. Following approval by the District Board of Trustees, the President of the College refers the new policy to the appropriate administrator. The President of the Academic Senate notifies the Academic Senate, Academic Affairs Council, and the Student Services Committee.
7. The administrator coordinates the implementation of the new policy.

IMPLEMENTATION OF NEW POLICIES:

1. The administrator formulates a representative sub-committee for implementation of the policy.
2. The committee recommends the Implementation Process to the Academic Affairs Council, the Student Services Committee, and the Academic Senate.
3. The policy and Implementation Procedure is communicated to the college as a whole.