

DANVILLE COMMUNITY COLLEGE
PROCEDURES FOR INITIATING NEW PROGRAMS
(including certificates, diplomas, and degrees)

Proposed Program/Curriculum Title: _____

	Submission Date	Approval Date	Approval Signature
Lay Advisory Committee			
Lead Faculty Member			
College Curriculum Committee			
College Board			
Virginia Community College System (VCCS)			
State Council of Higher Education for Virginia (SCHEV)			
Southern Association of Colleges and Schools Submission (SACS)			
Other Required Accrediting Bodies (<i>when applicable</i>)			
Comments			

NOTES:

1. All new instructional programs must comply with the policies and procedures of the VCCS, SCHEV, and, when applicable, the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). See also Section 1070 of the *DCC Policy Manual*, and the *College Board Policy Manual*. All program submissions must reflect the following:
 - a. Minutes of the appropriate committee (*i.e., Lay Advisory Committee, Curriculum Committee, and others as applicable*) to confirm recommendations and approval.
 - b. Completion of the appropriate procedures and forms in accordance with the College, VCCS, and SCHEV. If the program constitutes a Substantive Change (*based on prior notification to SACS*), a prospectus will be required.
2. Upon approval by the College Board and submission to the VCCS, notification must be submitted to the Commission on Colleges of the Southern Association of Colleges and Schools within forty-five (45) days of College Board approval.