



Northwestern Connecticut Community College
Course and Program Development Process

Course/Program/Certificate Title:

- Proposals, including completed Tracking Sheet, must be submitted to the Curriculum Committee Chair for changes to be placed on Curriculum Committee agenda.
- Changes must be submitted to the Curriculum Committee at least one week in advance of the next scheduled Curriculum meeting.
- Proposal copies must be distributed to all members of the Committee, the Dean, Division Directors, and program coordinators one week prior to the Curriculum meeting.
- Proposal copies must be distributed to faculty who teach in programs that may be affected, and the transfer counselor(s) for information concerning transferability.
- It is the responsibility of the presenting faculty to be at the Professional Senate Meeting to present their proposal.

Please respond to the following questions, which will aid the review process:

1. Discuss the appropriateness of this course to the associate degree level curriculum at NCCC and to our student population.
2. What segments of the course are taught on-line?
3. How will this course relate to existing courses in the curriculum?
Please indicate which if any prerequisite courses will be required and how it would be used in specific degree and/or certificate programs.

Relation to existing courses:

Prerequisites:

4. Please document whether this course will transfer to a baccalaureate institution and how it would be used in a four-year degree.
5. Please indicate those who have been involved in developing or reviewing this proposal.
6. Please indicate if any additional resources will be required for this course.
Include equipment, software, space, consumables, adjunct faculty member, etc.
7. Other information. Please attach any additional information or documentation.

Include the Course Outline and Syllabus-Outcomes must be included.

All Course & Program Proposals Submitted To DD & Academic Dean

Submitted By: _____ Phone X _____

Course Name: _____

- New Course Proposal #of Credits _____
- Course Modification #of Credits, from _____ to _____
- Course Termination

Program or Certificate Name: _____

- New Degree Program
- New Certificate Program
- Program or Certificate Modification - # of credits changed _____
- Program or Certificate Termination (Steps 1,2,3,4,7)
- Internal CE-Credit Articulation Proposal

1. Reviewed by the Division Director

Signature/ Action Date
After Review & Signature Send to Dean Academic and Student Affairs

2. Proposal Reviewed by Dean of Academic and Student Affairs

Signature/ Action Date
After Review & Signature Send to Proposal Initiator for Submission to the Curriculum Committee

3. Proposal Submitted to Curriculum Committee

Signature/ Action Date
*After Review & Signature Send to Proposal Initiator for Submission to the Professional Senate
CC Status to Dean of Academic and Student Affairs*

4. Proposal Submitted to Professional Senate

Signature/ Action Date
After Review & Signature Send to Dean of Academic and Student Affairs and Proposal Initiator

Recommendations by Reviewers or Committee

Program Proposal Process Sheet
External Steps

Procedure For *New Degree	5. Dean: Program Proposal Submitted to President
	Signature/ Action _____ Date _____ <i>After Review & Signature Send to Dean of Instructional Programs & Services</i>
*Addition of a Program Option to a Degree Program	6. Dean: PPA Submitted Electronically to System & Deans' Council Chairperson
	Signature/ Action _____ Date _____
*New Certificate-15 Credits or more	7. Dean: Proposal to BOT
	Signature/ Action _____ Date _____
*Program/Certificate Modifications of 15 credits or more	8. Proposal Submitted to DHE
	Signature/ Action _____ Date _____
Proposal Submitted to the BOG	9. Calendar Date for DHE/BOG Presentation DATE: _____

CC:
Dean Academic and Student Affairs
Dir of Student Development
Director of Admissions
Director of Marketing
Counselors
Faculty Secretaries
Professional Senate & Curriculum Committee Chairs
Division Directors
Director of Institutional Research
Registrar

Program / Certificate Place on Self-Study Grid for Evaluation

Revised Program Tracking Sheet 1/07

NORTHWESTERN CONNECTICUT COMMUNITY COLLEGE
COURSE SYLLABUS

Course Title:

Course #:

Course Description: # credits This course is designed to provide students with

Pre-requisite/Co-requisite:

Goals:

Outcomes: Successful completion of this course will enable students to:

College Policies

Plagiarism: Plagiarism and Academic Dishonesty are not tolerated at Northwestern Connecticut Community College. Violators of this policy will be subject to sanction. Please refer to your "Student Handbook" under "Policy on Student Rights," the Section entitled "Student Discipline," Section 2, Item 10 (pg. 45 in the 2004-2005 edition) for additional information.

Americans with Disabilities Act (ADA): The College will make reasonable accommodations for persons with documented learning, physical, or psychiatric disabilities. Students should notify Roseann Dennerlein, the Counselor for Students with Disabilities. She is located at 56 Park Place East, in the Center for Student Development. Her phone number is 860-738-6307 (V/TTY) and her email is rdennerlein@nwcc.commnet.edu.

School Cancellations: If snowy or icy driving conditions cause the postponement or cancellation of classes, announcements will be made on local radio stations. Students may also call the College directly at (860) 738-6464 to hear a recorded message concerning any inclement weather closings. Students are urged to exercise their own judgment if road conditions in their localities are hazardous.

Withdrawal Policy

