

POLICY NAME:	701.01: Program Policy
EFFECTIVE:	04-24-08
SUPERSEDES:	701.01 issued 03-24-05; 12-08-94; 07-11-80
SOURCE:	
CROSS REFERENCE:	

It is the official policy of the Alabama Department of Postsecondary Education, including all institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

POLICY NAME:	702.01: Requests for New Instructional Programs
EFFECTIVE:	04-24-08
SUPERSEDES:	702.01 issued 03-24-05; 07-18-97; 12-08-94
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	Policy 903.01, 704.01

1. A System institution shall submit to the Chancellor a written request and application for any new instructional program.
2. Upon recommendation from the Chancellor, the State Board of Education shall consider the application for official action.
 - 2.1. After final action of the State Board of Education, the Chancellor shall notify the institution of the Board's action.
3. When appropriate, the Department will notify external agencies of new instructional programs.
4. Instructional programs approved under this policy shall undergo periodic program review as defined under State Board of Education Policy 903.01.
5. Guidelines for this policy shall be established by the Chancellor and include timelines for submission and review, and the post-implementation process and appeal process.

POLICY NAME:	704.01: Instructional Sites
EFFECTIVE:	04-24-08
SUPERSEDES:	704.01 issued 03-24-05; 08-28-97; 07-18-97
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	702.01, 107.01

1. Each institution must obtain approval of the State Board of Education prior to establishing a branch campus. Such approval shall be reported to the appropriate external agencies.

A branch campus is defined as a degree granting subunit of an institution, located in a geographical setting separate from the sponsoring institution's campus, but within the sponsoring institution's service area. The administrative structure of such an entity is clearly a subunit of the sponsoring institution's administrative structure. Normally, a branch campus offers a limited number of instructional programs leading to an award or degree, and provides only the instructional and student support services and resources necessary to maintain those specific programs.

2. The State Board of Education shall approve the establishment of instructional sites away from a branch or main campus, but within the service area of an institution.

All credit and non-credit instruction offered by an institution within its service area is considered to be routine offerings of the institution. As such, the institution is responsible for selection of faculty, courses, and times when courses may be offered, in accordance with the requirements of the various regional and national accrediting agencies.

3. The State Board of Education shall approve the establishment of off-campus instructional sites.

- 3.1. An off-campus instructional site is defined as a location physically apart from a main campus and outside of the service area of an institution where courses are taught.

- 3.2. Instructional offerings at off-campus instructional sites, regardless of means of delivery, shall be considered off-campus instruction and shall be offered in accordance with guidelines and criteria established by the Chancellor and reported to the Board. These guidelines shall include matters such as faculty selection, courses, and timing and location of offerings.

4. When appropriate, the Department will notify external agencies of branch campuses and instructional sites.

5. Courses offered as customized Training for Existing Business and Industry (TEBI), regardless of the location, do not require prior approval of the Board. Such offerings must be reported to the Chancellor.

6. High school sites where courses are offered under a dual enrollment agreement do not require Board approval. Such offerings shall be reported to the Chancellor and the Board and monitored by the Chancellor.

7. Guidelines for implementation of this policy shall be established by the Chancellor.

POLICY NAME:	711.01: Program Advisory Committees
EFFECTIVE:	04-24-08
SUPERSEDES:	711.01 issued 03-24-05; 12-08-94; 01-13-94; 1979; 09-19-67
SOURCE:	Policies and Procedures
CROSS REFERENCE:	Policy 202.02

1. Colleges shall establish a Program Advisory Committee for each career and technical program.
2. The Program Advisory Committee will include representatives from business and industry, economic development authorities, and chambers of commerce. Each member should be able to provide expertise to the program and employment assistance to graduates.
3. Members of each Program Advisory Committee must be approved by the president.
4. Colleges shall report membership of each Program Advisory Committee to the Chancellor annually.
5. The effective date of this policy is January 1, 2009.

POLICY NAME:	714.02: Standards of Academic Progress: Institutional Credit Courses
EFFECTIVE:	04-24-08
SUPERSEDES:	714.02 issued 03-24-05; 03-26-98; 12-08-94
SOURCE:	State Board of Education Resolution
CROSS REFERENCE:	713.02, 703.01

1. Institutional credit courses are not creditable toward a formal award. They may include Training for Existing Business and Industry courses, courses numbered below the 100 level, orientation courses and other non-degree creditable courses.
2. An institution may choose to assign grades other than those generating quality points to institutional credit courses. The approved grades are Satisfactory (S), Unsatisfactory (U), and In Progress (IP) (see policy on optional grades for institutional credit courses).
3. An institution which chooses to assign such grades must also develop a special academic advisement process for students who do not readily progress. This process may include, but is not limited to, imposing maximum course limits, requiring a study skills course, and/or prescribing other specific courses.
4. Special Standards of Progress for students enrolled in these courses are as follows:
 - 4.1. A student who is enrolled in an institutional credit course and who receives a grade of U or IP one semester may not take the course a second semester until he/she receives special academic advising.
 - 4.2. After the second semester in which the student receives a grade of U or IP in the same course, the student must appeal through the institution's appeal process before the student will be allowed to re-enroll in the course.

POLICY NAME:	719.01: Academic Freedom
EFFECTIVE:	03-24-05
SUPERSEDES:	719.01 issued 01-28-99
SOURCE:	
CROSS REFERENCE:	

The Alabama Community College System supports the concept of academic freedom. In the development of knowledge, research endeavors, and creative activities, faculty and students must be free to cultivate a spirit of inquiry and scholarly criticism. Faculty members are entitled to freedom in the classroom in discussing discipline related subjects. Faculty and students must be able to examine ideas in an atmosphere of freedom and confidence. At no time shall the principle of academic freedom prevent the institution from taking proper efforts to assure the best possible instruction for all students in accordance with the mission and objectives of the institution.