

FLATHEAD VALLEY COMMUNITY COLLEGE

Policy Manual

CHAPTER VIII – ACADEMIC AFFAIRS

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SECTION 10: ACADEMIC FREEDOM*

Approved: July 27, 2009

ACADEMIC FREEDOM

The College has a long tradition of, and a deep commitment to, academic freedom. The welfare and strength of the College and society at large depend upon the free search for truth and its free expression. To this end the College shall recognize and protect full freedom of inquiry, teaching, research, discussion, study, publication, and for artists, the creation and exhibition of works of art, without hindrance, restriction, equivocation, and/or Board or Administration reprisal.

* History: Adopted July 27, 2009, Revised November 27, 2017, Reviewed November 23, 2020

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SECTION 20: ACADEMIC INTEGRITY*

Approved: July 27, 2009

ACADEMIC INTEGRITY

The faculty, staff and administration of Flathead Valley Community College believe academic dishonesty conflicts with a college education and the free inquiry of knowledge. Plagiarism, cheating, forgery, facilitating or aiding academic dishonesty, fabrication, deception, sabotage and/or tampering with materials or records including unauthorized access, or otherwise manipulating student records, and/or computer programs, are all forms of dishonesty that corrupt the learning process and threaten the educational environment for all students.

Plagiarism and/or academic dishonesty are intolerable offenses in the academic community and are strictly forbidden. Violation of this policy will result in appropriate disciplinary action up to and including expulsion.

* History: Adopted July 27, 2009, Revised November 27, 2017, Revised November 23, 2020

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SECTION 30: CURRICULUM*

Approved: July 27, 2009

CURRICULUM

Responsibility for design, approval, and implementation of the curriculum is vested in designated institutional bodies with clearly established channels of communication and control. The faculty has a major role and responsibility in the design, integrity, and implementation and updating of the curriculum.

The curriculum of instructional programs and individual courses shall be reviewed on a regular basis by the College Curriculum Committee to ensure comprehensiveness and that community and educational needs are met with high levels of academic standards.

Special instructional programs, such as study abroad, accelerated courses, and courses offered through alternate delivery methods, are compatible with the College's mission and goals; are designed, approved, administered, and periodically evaluated under established institutional procedures; and are aligned with guidelines published by appropriate professional associations.

* History: Adopted July 27, 2009, Revised November 27, 2017, Revised November 23, 2020

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SECTION 35: COURSE CREDITS*

Approved: May 20, 2013

COURSE CREDITS

Credit recommendations are expressed in semester credit hours. In determining semester hour recommendations, the following guidelines are used:

- A. Contact time may include direct faculty instruction or faculty coaching students while they apply the course information to an activity. One hour of contact time and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester hour or credit, or the equivalent amount of work over a different amount of time; or
- B. One semester credit hour for each 30 hours of laboratory work plus necessary outside preparation or its equivalent, normally expected to be 15 hours; or
- C. One semester credit hour for not less than 45 hours of clinical/internship/practicum/independent study instruction (contact hours) or the equivalent.

* History: Adopted May 20, 2013, Revised November 27, 2017, Revised November 23, 2020

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SECTION 40: PROGRAM REVIEW *

Approved: July 27, 2009

PROGRAM REVIEW

Career and Technical Education programs and transfer areas will be reviewed by the Program Review Committee and the Curriculum Committee on a regular rotation cycle.

This review identifies needs or problems and makes recommendations in such areas as: (1) the goals and objectives of the program/discipline and its relationship to the College mission; (2) curriculum currency and relevancy; (3) enrollment, placement and graduation data; (4) annual job openings; (5) program/discipline cost information; (6) student and employer satisfaction; (7) adequacy of faculty and staff; (8) adequacy of facilities, equipment and learning resources; and (9) agreements with educational institutions and other external agencies.

* History: Adopted July 27, 2009, Revised November 27, 2017, Revised November 23, 2020

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SECTION 50: GRADING STANDARDS

Approved: July 27, 2009

GRADING STANDARDS

Flathead Valley Community College is committed to ensuring that all students receive a fair and equitable instructional evaluation. The College will maintain a grading system, and students' academic performance shall be evaluated on a regular basis in accordance with recognized educational practices and standards. Flathead Valley Community College shall publish these regulations in the College catalog for reference by current and prospective students.

* History: Adopted July 27, 2009, Revised November 27, 2017, Reviewed November 23, 2020

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SECTION 60: FACULTY QUALIFICATIONS*

Approved: July 27, 2009

FACULTY QUALIFICATIONS

The College will continually strive to hire the most qualified individuals available to teach on a full-time or part-time basis. The College will meet or exceed Montana Board of Regents Policy regarding qualifications for faculty at two-year institutions.

* History: Adopted July 27, 2009, Revised November 27, 2017, Reviewed November 23, 2020

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SECTION 70: DEGREES AND CERTIFICATES*

Approved: July 27, 2009

DEGREES AND CERTIFICATES

The College may confer the following described degrees, when authorized by the Board, upon students who have completed all general and specific requirements for graduation:

1. Associate of Arts
2. Associate of Science
3. Associate of Applied Science
4. Certificate of Applied Science
5. Certificate of Technical Studies

Curriculum fulfilling the requirements for these degrees will meet applicable state regulations and regional accreditation guidelines.

* History: Approved July 27, 2009, Revised November 27, 2017, Reviewed November 23, 2020

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**SECTION 80: ADVISORY COMMITTEES FOR CAREER AND TECHNICAL
EDUCATIONAL PROGRAMS***

Approved: July 27, 2009

**ADVISORY COMMITTEES FOR CAREER AND TECHNICAL EDUCATION
PROGRAMS**

The President or his/her designee shall appoint advisory committees for programs in specific occupations to advise the appropriate instructional staff on the development, operations and evaluation of the program(s) for which they are appointed. Members of such committees should be familiar with the requirements for entry-level employment and career advancement in the occupational fields they represent and shall meet as necessary to advise and make recommendations regarding the occupational programs.

*History: Approved July 27, 2009; Revised November 27, 2017, Revised November 23, 2020

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SECTION 90: INSTITUTIONAL ACCREDITATION*

Approved: July 27, 2009

INSTITUTIONAL ACCREDITATION

The Board of Trustees will ensure that the College maintains accreditation membership in the Northwest Commission on Colleges and Universities. Programs requiring specialized accreditation will obtain and maintain accredited status from the appropriate granting body. The College may approve optional specialized program accreditation when appropriate.

* History: Adopted July 27, 2009, Revised November 27, 2017, Reviewed November 23, 2020