

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: May 4, 2017	POLICY NO.: COR.14.11
		SUPERSEDES (Policy No. & Date): COR.14.11 & 03/02/2009	
	SUBJECT: ESTABLISHMENT OF NEW ACADEMIC AND CAREER AND TECHNICAL PROGRAMS		Page 1 of 2

1.0 PURPOSE

To establish practices governing the establishment and review of new education programs.

2.0 DEFINITIONS

- .1 Course Syllabus: An organized outline of a course of instruction which includes detailed information on the subject matter to be presented with a detailed bibliography of references and text to be used in the presentation of the course. The syllabus should include a timetable for instruction and copies of tests and required research projects.
- .2 Curriculum: The aggregate of subjects comprising a course of study in a school, college and/or university.
- .3 Education Program: Academic or career and technical programs approved by the Corrections Education Branch Manager and offered by a facility education program.

3.0 POLICY

In order to ensure the highest quality of educational programming, and provide for consistent and well-coordinated instruction, all new education programs shall have the approval of the Education Services Branch Manager and the Corrections Program Services Administrator.

4.0 PROCEDURE

New education programs may be proposed by facility Warden, administrators and education programs through the following process:

- .1 Program Proposal
 - A proposed course syllabus, and a resume if necessary shall be forwarded to the Education Services Branch Manager for review and consideration.
- .2 Review
 - a. The Education Services Branch Manager shall review the proposed

NOT CONFIDENTIAL

