



**POLICY: 6Hx28:4-04**

**Responsible Executive:** Vice President,  
Academic Affairs, Institutional  
Effectiveness, and Planning

**Policy Contacts:** Assistant Vice  
President, Curriculum and Transfer  
Initiatives & Assistant Vice President,  
Institutional Effectiveness and Planning

**Specific Authority:** 1001.64, F.S.

**Law Implemented:** 1001.64, F.S.; 1007.25,  
F.S.; 1007.55, F.S.; 6A-14.092, F.A.C.

**Effective Date:** 02-05-2026

**Date of Last Policy Review:**  
02-05-2026

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## Student Learning Outcomes and Course Outlines

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### Policy Statement:

- I. Valencia College (“College”) is committed to providing quality educational experiences using criteria as required by applicable laws, rules, regulations, and accreditation requirements regardless of modality or location of the programs or courses. Program learning outcomes, course learning outcomes, and course outlines shall be developed for each program and course at the College.
  - A. Learning outcomes of a course and program shall be the same collegewide.
  - B. Course outlines shall:
    1. be developed in a collegewide format approved by the College; and
    2. provide a framework across all modalities for the knowledge and skills the student should learn and successfully perform by the end of the course, with discretion of academic freedom given to faculty on topics relevant and appropriate for the course.

II. Each faculty member is expected to teach a course in accordance with the collegewide course outline and curriculum in alignment with applicable laws, including without limitation, ss. 1000.05, 1007.25, 1007.55, F.S., and 6A-14.0303, F.A.C.

III. The College President or designee(s) shall adopt procedures to implement this policy.

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**Policy****History:**

Adopted 12-11-74; Amended 12-15-82; Amended 11-18-92; Amended 2-5-26; Formerly 6Hx28:05-04

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**Related Documents/Policies:**

“Sample Course Outline” document

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**Procedures:**

I. Definitions:

- A. Addition of Course/Program: Proposing a new credit course or credit program to be offered at the College.
- B. Collegewide Curriculum Committee: A committee consisting of the Assistant Vice President, Curriculum and Transfer Initiatives, the Faculty Council Vice President, along with faculty representatives, academic and student affairs leadership, and relevant implementation partners whose primary responsibility is to provide oversight for curriculum matters by means of the College’s curriculum process.
- C. Credit Course: An academic course approved by the College and State of Florida Department of Education:
  - 1. assigned a common course number of 1000 or greater; and
  - 2. certain developmental courses with a common course number of 0000.
- D. Credit Program: An academic degree or certificate offered by the College.
- E. Deletion of Course/Program: Removing an existing credit course or credit program from the College’s course and program offerings.

- F. Modification of Course/Program: Making changes to an existing credit course or credit program offered at the College.

## II. Learning Outcomes and Course Outline Requirements

### A. Learning Outcomes

1. Program learning outcomes shall be developed in alignment with applicable state laws, state frameworks, and accreditor requirements.
2. Course learning outcomes shall be developed in alignment with the course's description and content.
  - a. Course descriptions and learning outcomes must be maintained in both the College's internal systems and in the State Course Numbering System (SCNS). Any modifications to course characteristics that are reported in SCNS must be submitted in the state system in a timely manner.
  - b. General Education Core courses must utilize the course descriptions and course learning outcomes as outlined by the state and documented in SCNS.

- B. Course Outlines: Each course in the College curriculum shall have a course outline developed according to the "Sample Course Outline" document provided by the Office of Academic Affairs.

## III. Developing and Modifying Learning Outcomes and Course Outlines

- A. Academic Credit Courses and Credit Programs: Learning outcomes and course outlines for each credit course and credit program shall conform with the College's curriculum development process. The curriculum process shall be used to add, modify, and delete courses and programs, as outlined in the Curriculum Process Manual.

1. Proposed curriculum changes from collegewide disciplines/programs shall be submitted for review by the Collegewide Curriculum Committee ("CCC").
2. Proposed curriculum changes that are recommended for adoption by the CCC shall be submitted for approval through each of the following stages respectively:
  - a. Vice President, Academic Affairs, Institutional Effectiveness & Planning;
  - b. College President; and, as appropriate

- c. District Board of Trustees (“DBOT”).

Note: Proposed curriculum recommendations not approved in any of the stages listed above will be returned with feedback for resubmission or rationale for the decision, as applicable.

Note: For more detailed information on the College’s curriculum development process, see the collegewide Curriculum Process Manual.

#### IV. Retention of Learning Outcomes and Course Outlines

##### A. Academic Credit Courses/Programs

1. Learning outcomes and course outlines shall be maintained in the College’s official curriculum management system and reviewed at least every two (2) years in accordance with the Curriculum Process Manual.
2. A complete copy of the course file (collegewide course outline and course modification request form) shall be maintained in the Office of Academic Affairs and made available to all faculty.

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#### **Procedure History:**

Adopted 11-18-92; Amended 2-5-26; Formerly 6Hx28:05-04

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**Date of Last Procedure Review:** 02-05-2026