

Current Educational Procedures Quick View List

EP's are listed in numerical order and are posted as fully approved EP's after review and adoption by PPSC faculty and administrators. "Last Updated" information is listed under the title of each Educational Procedure [on the EP's landing page](#).

EP 000 Series | Education Procedures 001 to 095 A

Educational Procedure Title	Code/Number
Educational Procedures (EP) Committee Procedures and Guidelines	EP 001
Institutional Review Board	EP 005
Academic Record Modification	EP 010
Term and Graduation Honors	EP 015
S/U Grading	EP 025
FERPA and Directory Information	EP 035
Basic Skills Assessment	EP 040
AA/AS Degree Designations	EP 050
Academic Honesty	EP 051
Academic Progress Procedure	EP 055
Class Field Trips	EP 060
High School Articulation	EP 072
Academic Freedom	EP 075
Copyright and Patent Ownership	EP 080
Use of Copyrighted Information	EP 085
General Education Pathways Program	EP 090
COMPASS Curriculum Submission	EP 095
Approval Form for Writing Intensive Courses	EP 095 A

EP 100 Series | Education Procedures 100 to 195 C

Educational Procedure Title	Code/Number
Curriculum and Instructional Practices (CIP) Committee	EP 100
CIP Course and Program Approval Process - PPSC	EP 105

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CIP Course and Program Approval Process - State	EP 110
Catalog and Banner Prerequisites	EP 111
Syllabus Procedure	EP 120
Sample Course Syllabus and Template	EP 120 A
Master Course Template Non GT Courses	EP 120B
Master Course Syllabus Template for GT Pathways	EP 120 C
Content Criteria for GT Courses	EP 120 Supp 1 C
Syllabus Checklist	EP 120 D
Selected Topics	EP 141
Department Chairs	EP 150
Department Chair Workbook	EP 150 A
Department Chair Self-Assessment	EP 150 B
Faculty Rank	EP 155
Faculty Rank Request	EP 155 A
Emeritus Rank Request Form	EP 160
Guidelines for Learning Communities	EP 170
Online and Hybrid Courses	EP 171
Definitions and Expectations for Online Course Development	EP 171 A
Standards for Online and Hybrid Courses	EP 171 B
Roles and Responsibilities Full Online Course Redesign	EP 171 C
Basic Tasks-Hrs Online Course Development	EP 171 D
Online Course Redesign Application	EP 171 E
Course Fee Process	EP 175
Concurrent Enrollment Process	EP 180
Request for Concurrent Enrollment Request Form	EP 180 A
Faculty Workload	EP 185
Guide for Evaluation of Faculty	EP 190
Evaluation of Teaching	EP 190 Supp 1 A
Evaluation of Online Teaching	EP 190 Supp 1 B
Glossary of Examples of Principal Faculty Evaluation Components	EP 190 Supp 1 C
Faculty Evaluation Plan	EP 190 Supp 1 D
Faculty Evaluation Appeal Process	EP 190 Supp 1 E
Faculty Evaluation Appeal Process Flow Chart	EP 190 Supp 1 F
Part-Time Instructors Employment Practices	EP 195
Evaluation of Part-Time Instructors	EP 195 A
Instructor Classroom Observation Evaluation	EP 195 B
Observation of Teaching Glossary	EP 195 C

EP 200 Series | Education Procedures 200 to 270

Educational Procedure Title	Code/Number
Program Review Process	EP 200
New Program Evaluation	EP 200 A
Program Discontinuance	EP 200 B
Program Department/Program Review Manual	EP 200 C
Program Review CTE Template	EP 200 D
5 Year Comprehensive Program Review - Transfer Programs	EP 200 E
Annual Program Snapshot CTE Program (AAS Only)	EP 200 F
Annual Academic Program Review - Transfer Programs	EP 200 G
Annual Academic Program Review - Degrees with Designation	EP 200 H
Executive Leadership Report - Comprehensive Academic Review	EP 200 I
Recommendation as Instructor & Verification of Other -Than-Degree Credentials	EP 215 A
Faculty Professional Development	EP 225
Instructional Services Professional Development Process	EP 225 A
Grades & Grade Books	EP 240
Late Drop/Add Procedure for College Preparatory Students	EP 250
Publications and Printing	EP 270

EP 300 Series | Education Procedures 300 to 360

Educational Procedure Title	Code/Number
Independent Study	EP 300
Student Concerns	EP 310
Student Evaluation of Instruction	EP 320
Textbooks and Course Materials	EP 330
Accessibility Validation Committee Processes	EP 330 A
Vestibule Laboratory Documentation Procedure	EP 340
Military Programs Procedure	EP 360

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