PIKES PEAK STATE COLLEGE

Current Educational Procedures (EP)

Printable View List

EPs are listed in numerical order and are posted as fully approved EPs after review and adoption by PPSC faculty and administrators. "Last Updated" information is listed under the title of each Educational Procedure on the EPs landing page.

EP 000 Series | Education Procedures 001 to 095

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
FERPA and Directory Information	EP 035
Assessment for College Readiness	EP 040
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 GT Pathways Program	EP 090
COMPASS Curriculum Submission	EP 095

EP 100 Series | Education Procedures 100 to 195 C

Educational Procedure Title	Code/Number
Curriculum Committee	EP 100
Course and Program Approval Process	EP 105
Revisions to HLC-Approved Degree or Certificate Programs	EP 105 A
Catalog and Banner Prerequisites	EP 111
Course Syllabus	EP 120
Sample Course Syllabus and Template	EP 120 A
Master Course Syllabus Template Non-GT Courses	EP 120 B
Master Course Syllabus Template for GT Pathways	EP 120 C
Selected Topics	EP 141

Educational Procedure Title	Code/Number
Department Chairs	EP 150
Department Chair Workbook	EP 150 A
Department Chair Self-Assessment	EP 150 B
Faculty Rank	EP 155
Faculty Emerit Status and Rank Request	EP 160
Guidelines for Learning Communities	EP 170
Online and Hybrid Courses	EP 171
Definitions and Expectations for Online Course Updates, Revisions & Redesign	EP 171 A
PPSC Best Practices for Online and Hybrid Courses	EP 171 B
Roles and Responsibilities: Full course Design and Redesign	EP 171 C
Basic Tasks/Hours for Online Course Development	EP 171 D
Course Design Application	EP 171 E (a)
Course Redesign Application	EP 171 E (b)
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 Faculty 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
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 250

Educational Procedure Title	Code/Number
Program Review Process & Snapshot	EP 200
Program Review Report Template	EP 200 A
5-Year Comprehensive Program Review Report Template (Program Self-Study Report for Programs with 3rd party Accreditations)	EP 200 B
New Program Development	EP 201
Program Discontinuance and Reprieve Assessment	EP 202
Faculty/Instructor Qualifications	EP 215

Educational Procedure Title	Code/Number
Instructional Services Professional Development	EP 225
Instructional Services Professional Development Process	EP 225 A
Grades & Grade Tracking	EP 240
Late Drop/Add Procedure for College Preparatory Students	EP 250

EP 300 Series | Education Procedures 300 to 360

Educational Procedure Title	Code/Number
Independent Study	EP 300
Student Academic Concerns	EP 310
Student Evaluation of Instruction	EP 320
Textbooks and Course Materials	EP 330
PPSC Course Material Accessibility Validation	EP 331
Vestibule Laboratory Documentation Procedure	EP 340
Military Programs Procedure	EP 360

***** *Please contact the EP Committee chair if you need to review a specific prior version of an Educational Procedure or one that was archived.*