



## PROCEDURE

Policy Name:	New Courses
Policy Number:	6250
Applicable Code/Law:	N/A

### Procedural Guidelines

- 1 All new courses and course changes to be included in the College Catalog will be first introduced at any regularly scheduled meeting of the College Cabinet by a representative of the appropriate administrative unit. The courses will then be referred to the committee of the division chairs.
- 2 No more than four instructional weeks shall elapse between the date that a course is introduced to the Cabinet and a status report is given back to the Cabinet.
- 3 Final approval action of all new courses is the responsibility of the Cabinet and normally shall not occur prior to the meeting following the status report.