

POLICY

NEW COURSES WILL BE APPROVED BY THE PLANNING COUNCIL.

Approved by:
Board of Trustees.....06/08/70
Revised.....08/09/71

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.

Approved by:
College Cabinet.....05/25/70
Revised.....08/09/71
Revised.....11/27/79