



EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional
Effectiveness: (915) 831-6740

EE-1 Addition, Modification, and Deletion of Courses

APPROVED: April 9, 1981 **REVISED:** September 1, 1995
Year of last review: 2021

AUTHORIZING BOARD POLICY: EE

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Vice President of Instruction and Workforce Education

OBJECTIVE: To establish guidelines for the addition, modification, and deletion of courses.

PROCEDURE:

I. Initiating the Process

Official requests for course additions, modifications, and deletions must be submitted to the Office of Curriculum and Instructional Development by the appropriate deadline(s) by the discipline's District Wide Coordinator, with approval from the discipline's designated Dean. Courses must adhere to the standards set forth by the Texas Higher Education Coordinating Board. Operational procedures for initiating additions, changes, and/or deletions relating to courses are available from the Office of Curriculum and Instructional Development.

II. Objectives

Procedures for the development of new courses have been established by the Office of the Vice President of Instruction and Workforce Education with the following objectives:

- A. To maintain the quality of programs.
- B. To ensure instructional quality with the available finances.
- C. To provide a uniform system of documentation and records.
- D. To avoid needless duplication of instructional facilities and equipment within the District.