

March 12, 1999

MEMORANDUM

TO: Chief Academic Officers

FROM: Elizabeth Jones, Director
Program Services

SUBJECT: Schedule for Submitting Electronic Programs
of Study

Below is a schedule for filing electronic programs of study, effective Fall 1999. The filing deadline is June 15. Programs of study, once approved, cannot be altered after the listed filing date. Programs of study new to the college, or new to the System, should be filed within 30 days after State Board of Community Colleges approval. Prior to enrollments, programs of study must receive a coordinator's approval. All programs of study disapproved should be corrected by the disapproval deadline.

Programs of study submission deadlines are as follows:

Implementation Date	Filing Deadline	Coordinator Review Deadline	Disapproved Revision Deadline
Fall	June 15	June 30	July 15
Spring	November 15	December 1	December 15
Summer	March 20	April 5	April 20

ELJ/EIJ/cb

c: Presidents
Elizabeth L. Johns
Program Coordinators

CC99-092
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