



NORTH CAROLINA COMMUNITY COLLEGE SYSTEM
H. Martin Lancaster, President

DEADLINE: January 26, 2006

January 19, 2006

MEMORANDUM

TO: Chief Academic Officers

FROM: Sharon J. Tanner, Associate Vice President
Instructional Development and Technology

SUBJECT: Curriculum Review Committee (CRC)
Course Request Deadline Reminder

The Curriculum Review Committee (CRC) meets twice each calendar year (once during the spring semester and once during the fall semester) to review requests for revised or new curriculum *Combined Course Library* courses. If you are planning to submit a course request for the March CRC meeting, please note that the submission deadline is January 26, 2006.

The procedures for submitting a course request are located in Section 15 of the *Curriculum Procedures Reference Manual*. This section of the manual can be viewed at http://www.nccommunitycolleges.edu/Programs/reference_manual.htm. The forms for filing your course request are located in Section 22.

Thank you for your adherence to the filing deadline. If you have any questions, please contact Polly Murphy at 919-807-7113 or murphyp@nccommunitycolleges.edu.

SJT/jf

c: Presidents
CRC Members
Dr. Delores A. Parker
Ms. Polly Murphy
Program Coordinators

CC06-013
Email