



**NORTH CAROLINA COMMUNITY COLLEGE SYSTEM**  
*H. Martin Lancaster, President*

**DEADLINE: July 26, 2006**

April 19, 2006

**MEMORANDUM**

**TO:** Chief Academic Officers

**FROM:** Delores A. Parker, Vice President  
Academic and Student Services

**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 September CRC meeting, please note that the submission deadline is July 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](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](mailto:murphyp@nccommunitycolleges.edu).

DAP/pnm

c: Presidents  
CRC Members  
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CC06-078  
Email