

COLUMBUS STATE COMMUNITY COLLEGE  
POLICY AND PROCEDURES MANUAL

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COURSE PROPOSALS

Effective September 22, 2016

Procedure 5-10 (A)

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- (1) The purpose of the Master Course Proposal is to ensure consistency across all sections in the institutional learning goals, student learning outcomes, and units of instruction.
- (2) Instructions for preparing the Master Course Proposal may be obtained through the Office of the Senior Vice President of Academic Affairs.
- (3) A Master Course Proposal will be on file in the department office and in the Office of Curriculum Management for every degree credit course offered by the College. A course will not be taught until the Master Course Proposal is approved.

Last Effective Date: December 1, 2005