

SOUTHWEST TENNESSEE COMMUNITY COLLEGE

SUBJECT: Master Inventory of Courses

EFFECTIVE DATE: July 1, 2000; Revised: March 14, 2013

The Master Inventory of Courses is the official record of all approved courses offered for credit by the Southwest Tennessee Community College. The Master Inventory is maintained by the (appropriate college official) and revised periodically to reflect approved curricular changes. All such revisions are subject to the following rules.

1. Courses are placed on the Master Inventory after they have received faculty approval through positive action of the Curriculum Committee and the final approval of the Chief Academic Officer.
2. Only courses that have been officially entered on the Master Inventory may be published in the College Catalog.
3. Only courses that have been officially entered on the Master Inventory may be scheduled and published in the Schedule of Classes of any term, except that the Chief Academic Officer may authorize the offering of a course on a pilot basis.
4. The rubric, number, title, and assigned credit hours of a course as recorded in the Master Inventory may not be altered without prior approval by the Chief Academic Officer.
5. The content and any prerequisites of a course listed on the Master Inventory may not be changed or altered without prior approval of the faculty through positive action of the Curriculum Committee.

Source: Provost/Exe VP for Academic Affairs: 7-1-00; Rev. 3-14-13