

ADMINISTRATIVE PROCEDURES

Title: TECHNICAL PROGRAM HANDBOOKS	Identification: 4.15
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PURPOSE

This procedure establishes the development and approval process for the Health Sciences, Nursing, Law Enforcement, Correctional Officer and Fire Fighting program handbooks.

PROCEDURE

1. Each technical program manager or program coordinator will annually submit the program handbooks for students to the appropriate academic dean for review.
2. Following review, the appropriate academic dean will submit a copy of the program handbook to the Director of Technical Programs by the first week in March for review and additional staff work as needed.
3. If approved, the Director of Technical Programs will forward authorization to print and to distribute the program handbooks to students during the appropriate term in the program or at the program orientation.

History: Formerly 3.203