

SOUTHWEST TENNESSEE COMMUNITY COLLEGE**SUBJECT: Master Inventory of Courses****EFFECTIVE DATE: July 1, 2000; Revised March 14, 2013; Revised February 9, 2023****Purpose**

The purpose of this policy is to provide information regarding courses offered by Southwest Tennessee Community College (“Southwest” or “the College”).

Policy

The Master Inventory of Courses is the official record of all approved courses offered for credit by the College. The Master Inventory is maintained by Vice President of Academic Affairs or a designee and is revised periodically to reflect approved curricular changes. All such revisions are subject to the following rules:

1. Courses are placed in the master inventory after they have received faculty approval through positive action of the Curriculum Committee and the final approval of the Vice President of Academic Affairs.
2. Only courses that have been officially entered in the master inventory may be published in the College Catalog.
3. Only courses that have been officially entered in the master inventory may be scheduled and published in the Schedule of Classes of for any term, except that the Vice President of Academic Affairs 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 Vice President of Academic Affairs.
5. The content and any prerequisites of a course listed in the master inventory may not be changed or altered without prior approval of the faculty through positive action of the Curriculum Committee.

Responsible
Source of Policy: n/a

Administrator: VP of Academic Affairs

TBR Policy Reference: 2.03.00.05
 2.04.00.00

Related Policy: _____

TBR Guideline Reference: _____

Approved: _____
 President

Date: February 9, 2023