Mountain Empire Community College
Publication Change Form

Please fill in and print this page to request changes to MECC's publications. This process provides for MECC's publications on the college's website to be maintained with up-to-date information.

Program Name: _____ Program Code:_____

Course Name:_____ Course No. _____

New Program/Course: Yes   New Course for the VCCS Master Course File?   Yes   No

Change Applies to: Catalog   Student Handbook   Other _____

Type of Change: Update   Deletion   Addendum

Does the change need to be applied to the website?   Yes   No

If yes, which web page(s) requires the change? _____

Effective Term: _____

Does this change need to be sent to the *11/19/24* VCCS, SCHEV, or SACSCOC?   Yes   No

If yes, where should the change be sent? _____

Brief Description of Change:

Person Submitting Change:

_____
Name (print)

Jane Jung

_____
Signature

Vice President of Academic Affairs and Workforce Solutions:

Clint Pinion, Jr.
_____
Signature

11/19/24
_____
Date

Send this form and attachments to the office of the Vice President of Academic Affairs and Workforce Solutions.

Original - The Office of the Vice President of Academic Affairs and Workforce Solutions
Copies - Computing and Information Technology, Printing Services, Dean of Student Services, Student Information System Officer

Process for Submitting Publication Changes

Publication changes are submitted when the change involves a policy, curricular or process change after college publications have been printed.

1. Complete all appropriate fields on the form.
2. Attach the addendum and/or updates to the form.
3. Sign the form.
4. Submit the form and attachments to the office of the Vice President of Academic Affairs and Workforce Solutions except for new curricula (see #6).
5. The staff of the Vice President of Academic Affairs and Workforce Solutions will vote to accept or decline the change.
6. Once approved, the office of the Vice President of Academic Affairs and Workforce Solutions will distribute copies of the form and the attachments in Word format to Computing and Information Technology, Printing Services,Dean of Enrollment Services, Student Information System Officer for changes to be made to the MECC website, the new publication, and the Student Information System (SIS). *New Curricula - The office of the Vice President of Academic Affairs and Workforce Solutions will submit this form along with the new curriculum once it has been approved by the VCCS and SACSCOC.*
7. The original form will reside in the office of the Vice President of Academic Affairs and Workforce Solutions for the required time frame stated within the Records and Retention Policy.