



# 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 VCCS, SCHEV, or SACSCOC?    Yes    No

If yes, where should the change be sent? \_\_\_\_\_

Brief Description of Change:

Person Submitting Change:

Vice President of Academic Affairs and Workforce Solutions:

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

*Lane Jones*  
\_\_\_\_\_  
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.