

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 8800

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**PROCEDURE TITLE:** Veteran Education New Course or Program Approvals

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** VIII-60 Special Instructional Programs

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** November 8, 2005


**LAST REVIEW DATE:** November 8, 2005

## **I. PURPOSE**

To inform College personnel and students of new courses and programs to be offered at the College indicating whether or not approved for Veteran and War Orphans enrollment.

## **II. PROCEDURE**

- A. When a new course or program is approved to be offered at the College, it is reviewed by the office of District Academic Programs for code assignment accuracy.
- B. Copies of the proposal are made and distributed with a cover memo to appropriate areas within the College. Two copies of each new approval is sent to the Veteran Education Division, State Department of Education, Tallahassee, for review and approval.
- C. Replies from the Veteran Education Division are distributed to appropriate personnel within the College.


11/8/05
<b>PRESIDENT DATE</b>