

## INSTRUCTION

### I. Policy Section

7.0

### II. Policy Subsection

7.1 Instruction

### III. Date of most recent changes

December 10, 2001 – Approved December 12, 2001

### IV. Policy Statement

The Provost /Vice President of Academic Affairs shall be authorized by the President of the College to work with the academic leadership to determine which courses are to be offered. Such authorization shall include the approval of times, days, content, method of delivery, credit and contact hour value, length in minutes, numbers of sessions, rooms, who is admitted and instructor assigned.

The Provost /Vice President of Academic Affairs shall propose and the President/Vice Presidents have the responsibility for approving the addition or discontinuance of instructional programs.

### V. Reason for Policy

This policy exists to ensure an environment which is conducive to teaching and learning and to be consistent with Michigan Department of Career Development's Michigan Community Colleges Activities Classification Structure (ACS) requirements.

### VI. Entities Affected by This Policy

Students, instructional staff and academic leadership

### VII. Who Should Read This Policy

All staff

### VIII. Related Documents

- North Central Association guidelines under which the College operates
- Michigan Department of Career Development's Dean's Guide to Federally Reimbursed Community College Occupational and Technical Education Programs

- Michigan Department of Career Development’s Michigan Community Colleges Activities Classification Structure (ACS) requirements used in documenting the financial needs of community colleges
- Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and Age Discrimination Act of 1975

IX. Contacts

Provost/Vice President of Academic Affairs  
Academic Deans/Associate Provosts

X. Definitions

*Academic Leadership:* Deans’ Council, academic department heads and academic program directors

*Session:* Each time the students are convened for the purpose of instruction.

*Length in Minutes:* Michigan Department of Career Development’s Michigan Community Colleges Activities Classification Structure (ACS) requires that each credit hour of course work be supported by at least 800 minutes of actual classroom instruction.

*Title VI of the Civil Rights Act of 1964:* prohibits discrimination on the basis of race, color, national origin in programs and activities receiving Federal financial assistance

*Section 504 of the Rehabilitation Act of 1973:* prohibits discrimination on the basis of disability in programs and activities receiving Federal financial assistance.

*Title IX of the Education Amendments of 1972:* prohibits discrimination on the basis of sex in education programs and activities receiving Federal financial assistance.

*Age Discrimination Act of 1975:* prohibits discrimination on the basis of age in programs or activities receiving Federal financial assistance.

*Right to Know (safety disclosure) documents*

XI. Procedures

N/A

XII. Forms

N/A