Procedures for Program Instruction Verification
Area Technical Schools/Technical Colleges

- **Course approval/deletion requests must originate from the area technical school director, technical college president or chief academic officer.**

- **Requests will be acted on in as timely a fashion as possible by Regents' staff. Requests normally will be approved within 10 working days. The approval process may take longer in the event additional information is needed or unforeseen circumstances exist.**

- **After the request is approved or disapproved, a copy of the Course Approval/Deletion form will be returned to the administrator who submitted it.**