

Procedure 3.0932

Curriculum Class Scheduling Procedure

The primary goal of the class scheduling procedure at the College is to meet the course requirements of each curriculum in an educationally sound manner, while taking the needs of facilities and personnel constraints of the College into account. The office of the vice president of academics has the authority and responsibility for scheduling. This office, with the advice and assistance of the academic deans, will work directly with the instructors in the scheduling process.

The following guidelines will be utilized in the scheduling process:

1. Courses will be scheduled in the sequences specified by the curricula outlines.
2. Sequencing of curriculum courses will usually begin in the fall semester, although specific programs may designate alternate and/or additional start times.
3. A special “evening” sequencing of courses may be approved for certain curricula by the vice president of academics.
4. Courses may be offered in terms other than those specified in the curriculum outline, although there is no guarantee, expressed or implied, for a specific course or courses.
5. No class will be scheduled for the primary purpose of providing an instructor with a full teaching load.
6. The sequence of curriculum courses will be scheduled to avoid conflicts with each other.
7. If travel to an off-campus site from campus or to campus from an off-campus site is required for a course, at least one hour is to be provided in the schedule for travel.
8. Classes will be scheduled in a manner that will tend to evenly distribute both student and instructor schedules over the five (5) day school week.
9. If the cancellation of a sequenced curriculum class seems to be necessary, the appropriate academic dean(s) will identify an alternative course of action for affected students in order that their completion of the curriculum is not in jeopardy.
10. Courses that have not been offered within three (3) academic years will be removed from the “approved course list” unless a request to retain the course is made by the appropriate academic dean.

Note: These guidelines are goals to strive for in the scheduling process but should not be viewed as mandatory in all situations.

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References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Senior Staff Review/Approval Dates: *02./05/2018*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*