

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Course Scheduling

Policy Statement: Course scheduling originates with the Vice President for Instruction and Student Services, Dean of Academics, Dean of Technical Education & Workforce Development and faculty. Proposed course offerings correspond to the department two-year curriculum plan at a minimum. In developing schedules, every effort is made to balance courses between morning, afternoon, and evening, TTH and MW, and on and off campus.

Procedures: Divisions coordinate scheduling to ensure that students in vocational and pre-professional programs can get the necessary general education courses. After the Dean of Academics and Dean of Technical Education & Workforce Development have approved the proposed schedules, they are reviewed by the Vice President for Instruction and Student Services to resolve scheduling conflicts.

Contacts: Vice President for Instruction and Student Services, Dean of Academics and Dean of Technical Education & Workforce Development

Approved Date: 7/31/2013

Policy History: 7/31/13, 7/1/16

Keywords: Course Schedule

Related Form: NONE