



Policy AA4.06: Schedule of Course Offerings

Oversight	Information
Policy Type	Academics
Policy Owners	Chief Academic Officer, VP Student Engagement
Initial Policy Approval Date	March 4, 2009
Current Revision Approval Date	March 6, 2019
Procedure Effective Date	March 6, 2019

Policy

Academic administrative personnel, with approval from the deans, are responsible for developing schedules of course offerings each term and working with faculty leadership to ensure classes are available to all necessary parties. Not all courses may be offered every term. Last-minute changes to schedules are avoided whenever possible but may be necessary to accommodate staffing and class size. The dean or designee is responsible for making the final decision to add, cancel, combine or split courses based on enrollment, academic effectiveness and other factors. Students will be given prompt notification of schedule changes.

Guidelines

- Not Applicable

Procedure

- The Academic terms start monthly on the third Monday of the month
- The BSN Powered by *SIMPath*® program has two monthly starts – the first Monday of the month and the third Monday of the month. This program has terms that are 16 weeks long.
- The exact dates for each term are published yearly in the catalog and on the website.

Related Documents/References

- Student Handbook
- Academic Catalog

Definitions

- None

Revision History

- 3/19/2014 – clarified that the scheduling is not performed by Registrar.
- 4/22/2019 – added *SIMPath*® schedule
- May 7, 2020: Updated policy format for accessibility guidelines - AHB

