


Name of Policy: Course scheduling Policy Number: 3364-71-31 Approving Officer: President Responsible Agent: Provost & Executive Vice President for Academic Affairs Scope: All Academic Departments		 Effective date: November 22, 2024 Original effective date: November 22, 2024	
Keywords: Course scheduling, schedule			
X	New policy		Minor/technical revision of existing policy
	Major revision of existing policy		Reaffirmation of existing policy

(A) Policy statement

The course scheduling policy provides guidance for academic departments and the office of the registrar to build a course schedule that supports students and ensure equitable availability of resources.

(B) Purpose of policy

The purpose of the policy is to optimize the distribution of course offerings to ensure students receive the necessary class schedule for timely degree completion and to optimize the use of existing classroom space.

(C) Scope

This policy applies to all academic departments and to the office of the registrar.

(D) Procedure

Please see attached procedure course scheduling 3364-71-31.01.

<p>Approved by:</p> <p>/s/</p> <hr/> <p>Matthew J. Schroeder Interim President</p> <p>Date:</p> <p>Review/revision completed by:</p> <ul style="list-style-type: none"> Office of the Provost 	<p>Policies superseded by this policy:</p> <ul style="list-style-type: none"> None <p>Original effective date: November 22, 2024</p> <p>Review/revision date:</p> <p>Next review date: November 22, 2027</p>
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