

THE
LeMoyne-Owen
COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Class Scheduling	Effective Date: July 1, 2011	Policy Number: 01-1-029
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Division Chairs	

I. Purpose of the policy/Policy statement

This policy covers the scheduling of all classes, including times, location and faculty assignments. It is to provide optimal offerings and accountability, and to help reduce any conflicts or undue replication. This policy provides for the appropriate provision of classes fitting the curriculum and student needs, efficient and timely allocation of courses with effective faculty assignments, and to ensure coherence.

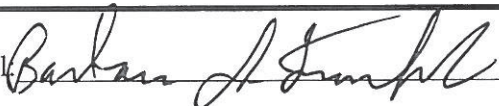
II. Applicability/Scope

This applies to all academic course offerings. Only academic division chairs or specified directors (Freshman Seminar, DuBois Honors Program) can submit class schedules. Only the submitters or the Chief Academic Officer can change class assignments once they have been submitted, and the CAO will only do so if the Division Chair is unavailable to address a conflict or issue. Faculty may not change times or room assignments without gaining written approval from the Division Chair, who must notify the Registrar of any changes.

III. Implementation procedures

Responsibility	Action	Timeline
Division Chair in consultation with area coordinators and faculty	Identify courses for the term in question	Early in the term preceding
Division Chairs	Make faculty, time and room assignments	
Division Chairs	Submit schedules to the Registrar	Date identified by Registrar each semester for submission
Registrar	Complies complete schedule, checks for room conflicts	

IV. Related policies/References for more information

Authorizing Official: <u></u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	