

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE**

**SUBJECT:** Schedule of Classes

**EFFECTIVE DATE:** July 1, 2000

The Schedule of Classes is the official record of courses offered for academic credit in a particular term and only courses listed on it may be used to meet course requirements. It becomes fixed as of the last published day for student registration and may not for any reason be altered.

A. The Schedule of Classes is maintained by the Chief Academic Office and contains the following information for each course offered during the term.

1. Department Offering Course
2. Course Number
3. Section Number
4. Course Title
5. Credit Hours Assigned
6. Instructor's Name
7. Day and Time of Class Meetings
8. Campus or Location
9. Room Assignment
10. Teaching Load Equivalency
11. Enrollment Limits
12. Special Considerations or Limitations
13. Year and Term

<b>Source of Policy:</b> <u>Transition Team II Academic Programs</u>	<b>Provost/Ex. VP Responsible for Academic and Administrator:</b> <u>Student Affairs</u>
<b>Related Policy:</b> <u>N/A</u>	<b>TBR Policy Reference:</b> <u>N/A</u>
<b>Approved:</b> _____ <b>President</b>	<b>TBR Guideline Reference:</b> <u>N/A</u>
	<b>Date:</b> <u>July 1, 2000</u>

B. The Schedule of Classes is developed by the Chief Academic Officer Affairs in cooperation with division deans and the heads of academic departments and the office of Continuing Education. In developing the Schedule of Classes, the following factors are considered:

1. Total credit hours produced from previous equal term (Fall to Fall, Spring to Spring, Summer to Summer) by department by location.
2. Percent of total credit hours produced in previous equal term by department by location.
3. Number of sections offered in previous equal term by department by location.
4. Average class size by department by location.
5. Space utilization by hour by department by location.
6. Number of canceled sections in previous equal term by department by location.
7. Major environmental changes supporting increase or decrease in the number of sections to be offered by department by location.
8. Student needs by department by location.
9. College-wide and departmental budget realities.

C. Revision of Preliminary Schedule of Classes

Once the preliminary Schedule of Classes is developed, it may be revised by additions or deletions of courses. Because revision, especially course deletions, affects student schedules, it should be done only for the most serious of reasons and should not be a substitute for good planning. Department heads proposing changes, therefore, must have the endorsement of the dean and the final decision to alter the Schedule of Classes rests with the Chief Academic Officer. Such decisions will be based on:

1. Addition of Courses or Sections
  - a. Student needs
  - b. Availability of faculty
  - c. Availability of space
  - d. Enrollment in other sections
  - e. Projected enrollment
  - f. Budgetary considerations

2. Deletion of Courses or Sections
  - a. Student needs
  - b. Actual enrollment in course to be deleted
  - c. Enrollment in other sections
  - d. Special circumstances or considerations
  - e. Budgetary or space demands