

SCHEDULING COURSES POLICY

Division: Academic Affairs

Policy Statement

Terra State Community College shall maintain a master class schedule with related faculty and classroom assignments. The preparation of the master class schedule and related faculty and classroom assignments is the responsibility of the Vice President of Academic Affairs.

Policy Details

The primary responsibility for creation of the Schedule of Courses for an academic term shall rest with the Academic Deans, who shall solicit input on the construction of the schedule from the full-time faculty. The Academic Deans shall also consult with the Records Office when making course section changes.

Procedures

Resources

[Assignment of Academic Credit Policy](#)

Documentation

NA

Definitions

Term Definition

Approval History

<i>Date</i>	<i>Policy/Procedure or Entire Document</i>	<i>Notes (Types of Actions)</i>	<i>**Approved by</i>
8/26/2004	Entire Document	Issued	
07/31/2023	Entire Document	Update of 2013 and combine Policy and Procedure	
9/11/2023	Entire Document	Transfer to new policy template, removed Procedures section- this section is currently outlined in the Assignment of Academic Credit Policy.	William Taylor, VPAA

****Full name of CASA Committee Chair, signatory, or designee**

Effective Date: 8/26/2004

Next Review Date: 9/30/2028