



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-3693
Origination: July 1, 1984
Effective: July 1, 1984
Reviewed: September 28, 2005

SUBJECT: Instructional Schedule Development

REFERENCE:

1. PURPOSE

To establish policy and procedures for the development and distribution of the instructional schedule of classes for Southern West Virginia Community and Technical College.

2. SCOPE AND APPLICABILITY

This issuance applies to all campuses, divisions, departments and any other instructional units of the institution.

3. DEFINITIONS

None.

4. POLICY

None.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

General information related to registration dates and procedures, fees and refunds, academic calendar and other information required for the instructional schedule shall be provided by the Vice President for Academic Affairs.

7. RESPONSIBILITIES AND PROCEDURES

A. Responsibilities

1. The Vice President for Academic Affairs is responsible for overseeing and coordinating instructional schedule development processes.
2. Division Chairpersons and the Dean of Allied Health are responsible for schedule development for all courses. Entry of all appropriate course information into the computer for the instructional schedule is the responsibility of the office of the Vice President for Academic Affairs

3. The Academic Affairs Management Council shall provide the means for resolving conflicts or other issues pertaining to the scheduling of classes for all campuses of Southern West Virginia Community and Technical College.

B. Time Line

The time line for developing the instructional schedule shall be established and communicated by the office of the Vice President for Academic Affairs.

C. Printing and Distribution

1. The Vice President for Academic Affairs shall be responsible for posting the class schedule. All class schedules will be available on the web.

8. CANCELLATION

SCI 1271 effective August 30, 1993.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed. SCP-3693 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None

Distribution: Board of Governors (12 members)
 Office of the President
 Office of the Executive Vice President
 Office of the Vice President for Academic Affairs
 Office of the Vice President for Finance
 Office of the Vice President for Economic, Workforce and Community Development
 Office of the Vice President for Student Services
 Office of the Chief Technology Officer
 Office of the Human Resources Administrator
 Office of the Academic Division Chairpersons (6 members)
 Faculty Senate Chair

Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: Reviewed September 2005.