

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
PROCEDURE
SIP-3693**

SUBJECT: Institutional Schedule Development

REFERENCE: None

ORIGINATION: July 1, 1984

EFFECTIVE: August 13, 2019

REVIEWED: April 12, 2024

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

3.1 None.

SECTION 4. PROCEDURE

4.1 None.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 The Chief Academic Officer shall provide general information related to registration dates, procedures, academic calendar, and other information required for the instructional schedule.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Chief Academic Officer is responsible for overseeing and coordinating instructional schedule development processes.

7.2 The Academic Deans are responsible for schedule development for all courses. The Academic Deans' administrative assistants are responsible for entry of all appropriate course information into BANNER for the instructional schedule.

- 7.3 The Office of the Chief Academic Officer shall establish and communicate the timeline for developing the instructional schedule.
- 7.4 The Registrar will make the class schedules available on the College's website.

SECTION 8. CANCELLATION

- 8.1 SCP-3693, Instructional Schedule Development.

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the procedure be amended or repealed.

Attachments: None.

Distribution: All employees of Southern West Virginia Community and Technical College via the website.

Revision Notes: April 2012 - The policy SCP-3551 was rescinded by the Board of Governors at their meeting of April 17, 2012 and made into a unit procedure.

May 2019 - Updates include title changes and responsibilities.

April 2024 - No substantive changes.