

**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: ~~May 21, 2019~~ 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 issuance 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 General information related to registration dates, procedures, academic calendar and other information required for the instructional schedule shall be provided by the Chief Academic Officer.

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. Entry of all appropriate course information into BANNER for the instructional schedule is the responsibility of the administrative assistants of the academic deans.

7.3 The timeline for developing the instructional schedule shall be established and communicated by the office of the Chief Academic Officer.

7.4 The Registrar will make the class schedules available on the web.

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 Upon such review, the President or President’s designee may recommend to the Board that the procedure be amended or repealed.

\\SECTION 10. SIGNATURES

President **Date**

Cabinet-level Administrator **Date**

Attachments: None.

Distribution: All employees of Southern West Virginia Community and Technical College via [the website. http://intranet.southernwv.edu](http://intranet.southernwv.edu)

Revision Notes: April 2012 - The policy SCP-3551 was rescinded by the Board of Governors at their meeting of April 17, 2012 and made into a unit procedure.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-Reviewed for any changes. No substantive changes.