Pine Technical College
Policy and Procedure

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Subject: Scheduling Academic Courses   Revision: AASC

Authority: Academic Affairs

Purpose: Pine Technical College will have a procedure to schedule all courses offered by the college. The procedure will be completed in a timely manner. Scheduling of course offerings will be sensitive to the student's availability to attend classes. Courses should be offered in a sequence that allows a student to complete a program in a minimum amount of time, if he/she desires, and permit the part-time student to attend.

Scheduling: All Pine Technical College course scheduling will follow the policy and procedures outlined in this document. The scheduling table and dates therein will be followed.

Exceptions:
1. Independent Study courses may be accepted after the term courses are final. These courses must have the approval of the course instructor, Division Chair, Academic Advisor and Chief Academic Officer (CAO).
2. After a term begins, course schedules may change to accommodate students and facility availability. These changes must have the approval of the CAO, students affected, and the course instructor.
3. Date and time changes must be submitted to the CAO for approval in writing using the appropriate form and copied to the CAO Administrative Assistant. Changes such as these will not be made without a rationale in writing. The CAO will notify Student Affairs and the Bookstore of all approved changes.
4. Schedules for ITV and on-line courses between higher education partners will be developed on a semester by semester basis in such a manner as to be finalized before semester schedules are made available to students.

Policy: College courses will be scheduled according to the outline below:

		Academic Year Fall, Spring, & SS
1.	Academic Division Chairs and program faculty review program plans and curriculum and submit any changes to the Curriculum Coordinator.	Mid - September
2.	Academic Division Chairs and program faculty determine the number of students needing courses. Information is forwarded to Gen. Ed. Division for scheduling.	Mid - October
3.	General Education Division Chair submits draft Gen. Ed. Schedule to CAO	End of October

4.	CAO approves Gen. Ed. Course schedule and distributes draft to Dean of Student Affairs and Academic Division Chairs.	One week after receipt from Gen Ed division chair (Early November)
5.	Division Chairs distribute Gen. Ed. Draft to faculty	Upon receipt from CAO
	Program faculty submit feedback to Gen. Ed. Division Chair	Mid - November
6.	CAO approves final General Education Schedule and releases to Dean of Student Affairs and Academic Div. Chairs	Two weeks after receipt of faculty feedback (Early December)
7.	Program Faculty draft schedules in collaboration with each other and submit schedules to CAO for approval and CSAO for review and comment.	January Faculty In-service activity
8.	ECMECC Schedule meetings, discussion and process begins. (This process may begin with dialog with high schools in the fall as they do their budgeting)	February
9.	CAO and CSAO reach consensus on schedule and return any rejected schedules or schedule revisions to faculty.	Early February
10.	CAO, Dean of Student Affairs and Div. Chairs meet during approval process as Academic Division Schedules are finalized and drafts are approved	Early February
11.	Final date for schedule modifications by divisions.	Mid February
12.	ECMECC/ITV schedules are processed, released to CAO, Academic Div. Chairs, Dean of Student Affairs and Faculty	March
13.	Master Course Schedule available for proof reading by all on this list	Early March
14.	Master Course Schedule completed	Mid March

Note 1: This policy is designed as a process for scheduling Pine Technical College courses for each academic year.

Note 2: Schedules are final and will run as submitted by Academic Division Chair and approved by CAO after consultation with CSAO.

Note 3: Web postings of the semester schedules will be the third Tuesday of October for the fall and the third Tuesday of March for the spring.

Procedures: Program faculty in each division will schedule their courses in collaboration with the General Education course schedules, other college core courses and the courses offered

within their own division. Consideration must be given to room/lab availability, equipment availability and fairness to the student's class schedule.

Each Academic Division will be assigned classrooms/labs which they have priority to schedule. Other general purpose class rooms will be will be assigned by administration based on the recommendation of the Division Chair.

Scheduling of classes must be patterned to optimize college room usage. **Classes that do not meet daily must be patterned on the MWF or the TR format.** Classes that are block scheduled in two or more consecutive hours must be patterned with other similar block schedule courses.

Once scheduled, the faculty present the schedule to the CAO, who after consultation with CSAO, then makes the final approval of the course schedules and prepares the master course schedule for release.

All division class schedules will be submitted on the provided uniform scheduling form to the CAO.

Responsibilities: Course scheduling is the responsibility of the CAO. Program course schedules originate at the program level, are coordinated by the Academic Division Chairs, and presented to and approved by the CAO. All official records of course schedules are contained in the MnSCU Integrated Student Record System (ISRS).

Dissemination: Scheduling Courses Policy will be distributed to all College personnel via the campus intranet.

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