

**SOUTHWEST TENNESSEE COMMUNITY COLLEGE****SUBJECT:** Schedule of Classes**EFFECTIVE DATE:** July 1, 2000; Revised February 9, 2023**Purpose**

The purpose of this policy is to provide information regarding courses offered for academic credit by Southwest Tennessee Community College (“Southwest” or “the College”) during each term.

**Policy**

## Schedule of Classes

- A. The Schedule of Classes is the official record of courses offered for academic credit in a particular term. Only courses listed on the Schedule of Classes may be used to meet course requirements. The schedule becomes fixed as of the last published day for student registration and may not for any reason be altered.
- B. The Schedule of Classes is maintained by Vice President of Academic Affairs or a designee and contains the following information for each course offered during the term:
  - 1. Department Offering Course
  - 2. Course Number
  - 3. Section Number
  - 4. Course Title
  - 5. Credit Hours Assigned
  - 6. Instructor’s Name
  - 7. Day and Time of Class Meetings
  - 8. Campus or Location
  - 9. Room Assignment
  - 10. Teaching Load Equivalency
  - 11. Enrollment Limits
  - 12. Special Considerations or Limitations
  - 13. Year and Term
- B. The Schedule of Classes is developed by the Vice President of Academic Affairs or designee in collaboration with division deans and the heads of academic departments. In developing the Schedule of Classes, the following factors are considered:
  - 1. Total credit hours produced from previous equal term (Fall to Fall, Spring to Spring, Summer to Summer) by department by location.
  - 2. Percent of total credit hours produced in previous equal term by department by location.
  - 3. Number of sections offered in previous equal term by department by location.
  - 4. Average class size by department by location.

5. Space utilization by hour by department by location.
6. Number of canceled sections in previous equal term by department by location.
7. Major environmental changes supporting increase or decrease in the number of sections to be offered by department by location.
8. Student needs by department by location.
9. College-wide and departmental budget realities.

### C. Revision of Schedule of Classes

Once the Schedule of Classes is developed, it may be revised by addition or deletion of courses. Because revisions, especially course deletions, affects student schedules, it should be done only for the most serious of reasons and should not be a substitute for good planning. Department heads proposing changes, therefore, must have the endorsement of the dean and the final decision to alter the Schedule of Classes rests with the Vice President of Academic Affairs or designee. Such decisions will be based on:

1. Addition of Courses or Sections
  - a. Student needs
  - b. Availability of faculty
  - c. Availability of space
  - d. Enrollment in other sections
  - e. Projected enrollment
  - f. Budgetary considerations
2. Deletion of Courses or Sections (before student registration begins, otherwise see Southwest policy [2:00:00:00/18](#), Course Cancellations and Minimum Enrollment)
  - a. Student needs
  - b. Actual enrollment in course to be deleted
  - c. Enrollment in other sections
  - d. Special circumstances or considerations
  - e. Budgetary or space demands

#### Responsible

Source of Policy: n/a

Administrator: VP of Academic Affairs

**2.03.00.05**

TBR Policy Reference: 2.04.00.00

Related Policy: 2:00:00:00/18

TBR Guideline Reference: \_\_\_\_\_

Approved: \_\_\_\_\_

**President**

Date: February 9, 2023