Purpose

Vermont Technical College has established the following procedures for incorporating curriculum changes, building the annual academic exam schedules and registering students. All departments either on or off-campus that offer courses for credit will follow these procedures.

Statement of Policy

1. Curriculum Changes:
   A. All curriculum changes and new program offerings must be approved by January 1st to be considered for the subsequent fall, winter, spring and spring (2) schedules
   B. Changes are submitted in accordance with Policy 104 and 117.
   C. Changes in curriculum for incoming classes will normally not apply to students already in previous catalogues

2. Scheduling Process:
   A. During the course of the fall and spring terms the academic scheduler will provide previous like-term course offerings, department block schedules, exam schedules, draft pre-registrations and course planning materials for the department chairpersons or directors in accordance with the attached Curriculum Planning and Scheduling Sequence calendars.
      - Exam Schedules will be built concurrently with the academic schedule
   B. During the spring term both summer and the subsequent fall will be scheduled
   C. The practical nursing trimester will be handled in conjunction with the fall and spring planning process to the maximum extent possible
   D. Previous "like-term" section and block schedules will be used to start the initial planning for the subsequent term(s). It is expected that the previous schedules will be maintained intact to the maximum extent possible. If an optimum schedule was used in a previous term and the required resources are available, the schedule may be rolled over with a minimum of changes.
   E. The Block Schedules will allow on-track students, at each level, in each program to complete all the requirements without conflict. The blocks schedules will be set up to facilitate scheduling and registration. When necessary, additional blocks may be designed for different groups of students.
   F. Department chairs will complete course planning doc's and return electronically to the scheduler by the dead line. The course planning doc's include the following info:
      1) Complete availability data for ALL faculty and adjuncts
      2) All on and off-campus teaching assignments for all instructors
      3) Section information for required VSC consortium classes other sites
      4) Known TBA's and possible contingency instruction alternatives
      5) Number of sections required (based on best available information)
      6) Section meeting days, times and instructional methods
      7) Meeting formats (M-W-F for 1hr, T-TH for 1.5 hrs, evening for 3 hrs, etc.)
8) Faculty, loads, rooms and equipment requirements and desires
9) Complete section information is critical on new offerings or sections with changed delivery methods or formats
10) Final exam scheduling criteria

G. The pre-registration forms are refined to include specific requirements, electives and technical electives that will be offered in the specific term for each group of students at each site or location
   1) These need to be checked by the departments to ensure catalogue requirements are met and appropriate sections are offered.
   2) The pre-registration forms are used for class selection for returning students and are designed to aid the registration process for advisors, students and staff. The pre-registration forms:
      a. List all required courses by class level and applicable catalogue
      b. List acceptable electives that may fit the block
      c. List required Consortium sections by site or location
      d. Are used to approve for overloads for returning students
      e. May be used for students re-admitted through Admissions

H. During the first nine weeks of the term the schedule is built, refined and then made available for pre-registration.
I. Once students are registered in classes, changes to the schedule should only be made that will not change students’ meeting days and times.
J. The schedule will be considered finalized after the 12th- to 14th week and changes will not be made without going through the Schedule Revision procedures (see below)

3. Schedule Revisions:
   A. During the 3rd through 10th weeks of the scheduling process department chairs or directors will deal directly with the scheduler to update requests and make changes
   B. After the 10th week of the scheduling process, changes that effect class meeting days, times or significant room reallocations will be made only with the approval of the Academic Dean.
   C. In order to change the schedule, the department chair or director will provide the Dean with:
      1) Reasons for the change
      2) Specific change(s) requested
      3) Alternate schedule change(s), if appropriate
      4) Changes will be incorporated to have the minimum impact on current student schedules
      5) The Dean will communicate approved change requests to the scheduler for further study or incorporation

4. Room Scheduling:
   A. The schedule will be designed to best use the labs, studios and other educational equipment resources to meet student and faculty needs
   B. Sections that have specific room, equipment or software requirements will be scheduled so as to make these resources available
   C. As the term approaches, the scheduler will review rooms capacities and loads and re-arrange room assignments as necessary to meet current needs.
D. Room changes that do not effect meeting times or days may be made throughout this process
   1) In the scheduling process, after the 10th week, if faculty observe a need for a room change, they should convey this through department chair or director
   2) During the Add/drop, faculty may deal directly with the scheduler to arrange for a more suitable room
   3) After Add/Drop, the room scheduling is turned over for conference and event planning. During this time, faculty may deal directly with the Conference and Event Planner for room changes, or for short term or one day changes in their section offerings

5. Scheduling Requirements and Assumptions:
   A. The finalized schedule may be changed up until the start of classes for just cause. There will be no notification of changes prior to the fall or spring orientation. After the orientation any changes will be communicated to those involved.
   B. The schedule will be designed to minimize the number of sections offered and maximize available resources (faculty, rooms, equipment, etc).
      1) Sections that are not needed or economical to offer will be canceled or rescheduled
   C. The schedule will be designed so that sections shared by more than one program serve the departments involved and maximize the use of available resources
   D. All two and four-year students should be able to complete either a 1 or 2-course English Composition sequence and not miss any core courses
      1) Students that require a 3-course English Composition sequence will either be in a 3-year program; or, may expect to take longer than two years to complete an associate degree
   E. The schedule will be optimized for students that successfully complete their core courses on the first attempt.
      1) Students with advanced standing may not be able to complete early
      2) Students that fail courses or enter off-track may be required to attend additional terms in order to complete their program requirements
   F. All two and four-year students should be afforded the opportunity to take advanced mathematics and honors physics and not miss any core courses.
   G. Normal required course offerings will be during the hours of 08:00am to 05:50pm, Monday through Friday
      1) Full-times students are expected to be available
      2) Full-time faculty are expected to be available (as per contract)
         a. 8:00-4:50pm or 9:00 5:50pm
         b. Monday through Friday
         c. Overloads and class meetings outside the normal contract will require faculty approval
         d. Travel time between classrooms must be considered
         e. Faculty should be afforded the opportunity to have back-to-back teaching and the minimum number of preps possible
         f. Part-time faculty should be hired to teach when classes are scheduled
   H. Block schedules will be built so that students will not miss the normal meal hours
   I. Offerings outside the norm should be elective in nature or scheduled to support a specific student population
   J. Students should not be required to attend more than six hours of class in a single day and the student day should not exceed 10 hours
K. If required courses are only available at another VSC college, the block schedule should allow for travel and class without conflicts

6. Registration Procedures:
   A. Returning students will meet with their advisor during the pre-registration period (10th-12th week) and complete pre-registration for the subsequent term
      1) Students may register directly by their advisor
      2) With advisor approval, returning students may register directly on-line
      3) Students/advisors may complete a pre-registration forms and the Registrar staff will pre-register them
      4) The pre-registration forms will be filed with the Registrar
      5) Changes after pre-registration may be made through the start of class
         a. On-line
         b. With the Add/Drop
         c. By completing an updated pre-registration form
   B. Returning non-degree students may register on a pre-registration or regular registration form, but will not be enrolled until one week prior to classes
   C. New students registrations will be done by the Registrar staff
      1) During the summer for fall and during pre-registration for spring
   D. New non-degree students will register on a regular registration form, but will not be enrolled until one week prior to classes
      1) Placement testing or instructor permission may be required

7. De-registration Procedures
   A. Add/Drop Period:
      1) Up through the first week of class, advisors and approved degree students may add and/or drop courses:
         a. On-line
         b. On hard copies of the Add/Drop forms returned to the registrar
      2) During week two, degree students require:
         a. Advisor and instructor approval to add
         b. Advisor approval to drop
         c. A hard copy the Add/Drop form returned to the registrar
      3) Non-degree students must always complete the Add/Drop form, but no signatures are required
   B. After the Add/Drop Period:
      1) After the second week of classes, degree students require:
         a. Advisor and instructor approval to add
         b. Advisor approval and instructor’s signature to drop
         c. A hard copy the Add/Drop form returned to the registrar
      2) Non-degree students must always complete the Add/Drop form, but no signatures are required
   C. After the 60% point, students may not drop classes
      1) Earned grades will be received should the students stop attending or withdraw

8. Withdrawal – Dropping All Classes
   A. After the start of classes, all degree students must complete the Withdrawal Form for withdrawing
      1) Have advisor signature
2) Submit the form to the Registrar
B. Non-degree students may withdraw using the Add/Drop form
C. See current catalogue/handbook for more specific information and consequences for withdrawal

Calendar

### CURRICULUM PLANNING & SCHEDULING SEQUENCE

#### Annual Planning Cycle

<table>
<thead>
<tr>
<th>Month</th>
<th>Event Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug-Jun</td>
<td>Program and curriculum review and development</td>
<td>Departments</td>
</tr>
<tr>
<td>Aug-Dec</td>
<td>Propose changes for following year</td>
<td>Faculty Assembly</td>
</tr>
<tr>
<td>Jan</td>
<td>Vermont Tech submits planned curriculum changes to VSC for next calendar year</td>
<td>Academic Dean</td>
</tr>
<tr>
<td>July</td>
<td>Curriculum for upcoming calendar year is set/Annual catalogue is printed</td>
<td>Academic Dean/Institutional Advancement</td>
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</tbody>
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#### Term Scheduling Cycle

<table>
<thead>
<tr>
<th>Week</th>
<th>Event Description</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 2</td>
<td>Previous like-term courses, pre-registration s and section planning sheets to departments</td>
<td>Registrar/Scheduling</td>
</tr>
<tr>
<td>Week 3</td>
<td>Corrected pre-registration s returned to Registrar/Scheduling</td>
<td>Departments</td>
</tr>
<tr>
<td>Week 4</td>
<td>Enrollment and new admit projections to Departments</td>
<td>Registrar/Scheduling</td>
</tr>
<tr>
<td>Week 5</td>
<td>Section planning sheets returned to Registrar/Scheduling</td>
<td>Departments</td>
</tr>
<tr>
<td>Week 5-9</td>
<td>Block schedules developed to meet department needs</td>
<td>Scheduling</td>
</tr>
<tr>
<td>Week 10</td>
<td>Final Blocks schedules and Pre-registration s provided to Departments</td>
<td>Registrar/Scheduling</td>
</tr>
<tr>
<td>Week 10-12</td>
<td>Pre-registration process begins (For Fall &amp; Summer during Spring)</td>
<td>Advisors/Students</td>
</tr>
<tr>
<td>Week 12</td>
<td>Departments submit change requests to schedule</td>
<td>Departments</td>
</tr>
<tr>
<td>Week 13</td>
<td>Textbook Orders due to Bookstore</td>
<td>Departments</td>
</tr>
<tr>
<td>Week 14</td>
<td>Schedule finalized for subsequent term(s)</td>
<td>Scheduling</td>
</tr>
</tbody>
</table>