VERMONT TECH

Manual of Policy and Procedures

Title: **Curriculum Planning & Scheduling**	Number: **T 309**	Page(s): **5**
	Date: **July 25, 2018**	

PURPOSE

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

STATEMENT OF POLICY

Curriculum Changes:
- A. All curriculum changes and new program offerings must be approved by January 1 to be considered for the subsequent fall, winter, spring, and spring2 schedules.
- B. Changes are submitted in accordance with Policies 104 and 117.
- C. Changes in curriculum for incoming classes do not normally apply to students already in previous catalogs.

Scheduling Process:
- A. The Academic Scheduler provides access to tools and course planning materials for previous like-term course offerings to the department chairpersons or directors in accordance with the attached *Annual Planning* and *Term Scheduling* calendars.
- B. Final Exam schedules are built concurrently with the academic schedule.
- C. All schedules are finalized 90 days prior to the start of classes for that term to accommodate Moodle class builds.
- D. Previous like-term section and block schedules are used to start the initial planning for the term. Previous schedules are maintained intact when possible. If an optimal 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. Block schedules allow on-track students at each level and in each program to complete all requirements without conflict. The blocks schedules are set up to facilitate scheduling and registration. When necessary, additional blocks may be designed for different groups of students.
- F. Department chairs must complete their schedule change requests by deadline. The course planning documentation may include the following information:
  - a. Complete availability data for all faculty and adjuncts
  - b. All on- and off-campus teaching assignments for all instructors
  - c. Section information for required VSC consortium classes at other sites
  - d. Known TBDs and possible contingency instruction alternatives

       e. Number of sections required (based on best available information)
       f. Section meeting days, times, and instructional methods
       g. Meeting formats (MWF for 50 minutes, TTH for 75 minutes, evening for 170 minutes, etc.)
       h. Faculty, workloads, rooms, equipment requirements
       i. Complete section information for new offerings or changes in delivery methods or formats
       j. Final exam scheduling criteria

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

H. During the first nine weeks of the prior term, the schedule is built, refined, and then made available for Registration.

I. Once students are registered in classes, changes to the schedule should not change students' meeting days and times.

J. The schedule is considered finalized at Registration and changes will not be made without the Schedule Revision procedures (*see below*).

Schedule Revisions:

A. From the start of the scheduling cycle until the day before Registration begins, Department Chairs and Program Directors deal directly with the Scheduler to update requests and make changes.

B. After Registration begins, changes that affect 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 Program Director provides the Academic Dean with:
       a. Reasons for the change
       b. Specific change requested
       c. Alternate schedule change, if appropriate

D. Changes are made to have the minimum impact on current student schedules. The Dean communicates change requests to the Scheduler and the Registrar for further study or incorporation.

Room Scheduling:

A. The schedule is designed to make optimal use of 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. These requirements must be communicated while the schedule is built.

C. As the term approaches, the Academic Scheduler may review room capacities and loads and rearrange room assignments as necessary to meet current needs.
D. Room changes that do not affect meeting times or days may be made at any time
   a. After the start of the term, faculty may deal directly with the Academic Scheduler to arrange for a more suitable room
   b. Scheduling of all spaces for single meetings or non-recurring use is handled by Director of Conferences and Events or their designee. Faculty should use EMS for short term changes in their section offerings
   c. No classroom changes shall be made without consultation with the Scheduler. All classroom assignments must be reflected in EMS to provide accurate information to the college community.

Scheduling Requirements & Assumptions:
A. The finalized schedule may be changed up until the start of classes for just cause. There is no notification of changes prior to the start of classes. After classes begin, any changes are communicated to those involved.
B. The schedule is designed to minimize the number of sections offered and maximize available resources (faculty, rooms, equipment, etc). Sections that are not required or economical to offer will be canceled or rescheduled.
C. The schedule is 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 a one- or two-course English sequence and not miss any core courses. Students who require a three-course English sequence may take longer than two years to complete an associate degree.
E. The schedule is optimized for students who successfully complete their core courses on the first attempt.
   a. Students with advanced standing may not be able to complete early
   b. Students who fail courses or enter off-track may require additional terms to complete their program requirements
F. All two- and four-year students have the opportunity to take advanced mathematics and physics and not miss any core courses.
G. Normal required course offerings are between the hours of 0800 to 1700, Monday-Friday with the noon hour left free for student lunch.
   a. Full-time students are expected to be available
   b. Full-time faculty are expected to be available (as per contract) 0800-1650 or 0900-1750pm Monday through Friday
   c. Overloads or class meetings outside the contract require faculty approval
   d. Travel time between classrooms must be considered
   e. Faculty are afforded the opportunity to have back-to-back teaching and the minimum number of preps possible
   f. Part-time faculty are hired to teach when classes are scheduled
H. Block schedules are built so that students will not miss the normal meal hours.
I. Offerings outside the norm should be elective or support a specific 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 ten hours.
K. If required courses are only available at another VSC college, the block schedule should allow for travel and class without conflicts.

Registration Procedures:

A. Returning students meet with their advisors during the Registration period and complete Registration for the subsequent term.
   a. Students may register directly through their advisors
   b. With advisor approval, returning students may register directly online
   c. Students/advisors may complete Registration forms and the Registrar staff will register them
   d. The Registration forms are filed with the Registrar
   e. Changes after Registration may be made through the start of class:
      i. Online
      ii. With the Add/Drop form
      iii. By completing an updated Registration form
B. New students registrations are done by the Registrar staff (during the summer for fall and during Registration for spring)
C. New and returning non-degree students register on a Registration form, but are not enrolled until one week prior to classes. Placement testing or instructor permission may be required.

De-registration Procedures:
A. Add/Drop Period:
   a. Up through the first week of class, advisors and approved degree students may add and/or drop courses:
      i. Online
      ii. On Add/Drop forms returned to the Registrar
   b. During week two, degree students require:
      i. Advisor and instructor approval to add
      ii. Advisor approval to drop
      iii. An Add/Drop form returned to the Registrar
   c. Non-degree students must always complete the Add/Drop form, but advisor signatures are not required
B. After the Add/Drop Period:
   a. After the second week of classes, degree students require:
      i. Advisor and instructor approval to add
      ii. Advisor approval and instructor's signature to drop
      iii. An Add/Drop form returned to the Registrar
   a. Non-degree students must always complete the Add/Drop form, but advisor signatures are not required.
   b. After the 60% point, students may not drop classes. Earned grades are received if students stop attending or withdraw.

Withdrawal (Dropping All Classes):
A. After the start of classes, all degree students must complete a Withdrawal Form with an advisor's signature to withdraw. The form is submitted to the Registrar.
B. Non-degree students may withdraw using the Add/Drop form.
C. See the current catalog or student handbook for more specific information.

	Annual Planning Cycle	
Aug-Jun	Program and curriculum review and development	Departments

	Annual Planning Cycle	
Aug-Dec	Propose changes for following year	Faculty Assembly
Jan	Submit planned curriculum changes to VSC for next calendar year	Academic Affairs
July	Curriculum for upcoming calendar year is set Annual catalog is printed and published online	Academic Affairs

	Term Scheduling Cycle	
Week 1-2	Schedule cycle begins for subsequent term Registration forms sent out for review	Academic Scheduler
End of Week 2	All planning materials and Registration forms are returned with change requests	Departments
Week 3	Schedule build begins	Academic Scheduler
Week 3-6	Schedule built and developed	Academic Scheduler
Week 7	Draft schedule provided to departments	Academic Scheduler
Week 9	Draft period ends	Academic Scheduler
Week 10-11	Schedule refined	Academic Scheduler
Week [varies]	Registration begins	Advisors/Students/Registrar
Week 12	Final exam schedule built	Academic Scheduler
Week 13	Textbook orders due to bookstore Final exam schedule published	Departments Academic Scheduler

This cycle can differ somewhat between terms and is foreshortened for the PN trimester and the summer semester.

POLICY MODIFICATION HISTORY

I. The following dates reflect chronological changes made to this policy which are henceforth considered depreciated.

    a) July 19, 2004
    b) July 29, 2005
    c) September 2, 2015
    d) October 6, 2016
    e) January 17, 2018
    f) July 25, 2018

Signed By: _Patti MM_   Patricia Moulton
President