

TECHNICAL COLLEGE OF THE LOWCOUNTRY

PROCEDURE

PROCEDURE NUMBER: 3-1-301.4

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PROCEDURE TITLE: CHANGES TO CLASS SCHEDULE—
MASTER SCHEDULE

BASED ON POLICY:

REVISION NUMBER: 4

OFFICE OF
RESPONSIBILITY: ACADEMIC AFFAIRS



PRESIDENT

September 28, 2012
DATE

PURPOSE

The purpose of this procedure is to insure that changes are done in an orderly manner.

PROCEDURE

1. Any change in the class schedule after the established due date must be made by forwarding an email to the Vice President for Academic Affairs's office detailing the changes to be made to the schedule.
2. Changes will be initiated by the Division Dean responsible for the course being changed. It is the responsibility of the Division Dean to evaluate the effect of the change on instructor loads, class size, and faculty use.
3. The Division Dean is responsible for forwarding the email detailing the changes to the schedule to the Vice President for Academic Affairs.