Course Schedule Creation

Each September and January, faculty Department Chairs will submit the list of classes and assigned instructors to the Academic Dean using the schedule template. It is then the responsibility of the Academic Dean to compile these lists into a master course schedule that is submitted to the Registrar no later than one month prior to the first day of pre-enrollment.

The Registrar is responsible for posting the completed schedule on the University’s website as well as update the schedule as classes close, become cancelled, or new sections are opened.

All courses within the Religious Literacy Minor and General Education are offered on an annual basis. Upper level courses must be offered at a minimum of every two years to facility student matriculation through degree programs.

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| *Drafted on: NA* |
| *Policy Revised:* |