Scheduling of Courses Policy & Procedure

Policy

Courses within the College of Health Professions are scheduled using the following criteria: 1) in accordance with University guidelines to include the established schedule matrix whenever possible; 2) to best accommodate the needs of students whose enrollment in clinical programs may require courses to meet outside of the matrix and 3) in the most appropriate delivery format based on pedagogy and program needs.

Procedure

1. Course schedules are created at the program level by the Department Head/Chair with input from the faculty using the criteria noted above. Adherence to the schedule matrix is encouraged unless there is a legitimate reason to deviate from it.

2. Ideally, a "block" schedule should be created for each program for each semester with the goal of a schedule that repeats each year. This schedule should be publicly displayed on the program web page.

3. The primary goal of the block schedule is to accommodate students within the program so that they can plan ahead as many are working or have to take other courses.

4. The schedule should also accommodate faculty who may need to teach multiple courses in the same program so that there is not a schedule conflict for the faculty member.

5. Schedule changes can occur, but there must be appropriate rationale which does not include instructor preference only.

6. The schedules for each semester adhere to the following timelines for creation by the CHP Scheduler in Banner, which allows for the time it takes to upload all CHP courses:

   a. Summer Schedule: CHP Scheduler must upload by 1st Monday in December
      i. Program/Dept. should submit to CHP Scheduler by November 1
   b. Fall Schedule: CHP Scheduler must upload by 3rd Monday in January
      i. Program/Dept. should submit to CHP Scheduler by November 1
   c. Spring Schedule: CHP Scheduler must upload by 2nd Monday in September
      i. Program/Dept. should submit to CHP Scheduler by May 1

7. The Schedule Matrix for Academic Affairs can be found at the following link: http://www.ferris.edu/HTMLS/administration/academicaffairs/policyletters/02-3-coursescheduling.pdf

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