SON OP 30.055 - Course Schedules

PURPOSE
The purpose is to provide balanced schedules for students and faculty and to inform members of the School about the schedule for delivery of courses and clinical hours during each semester.

REVIEW
The OP will be reviewed biennially by September 1 of each even numbered year (ENY) by the applicable Associate Dean/Department Chair, with recommendations for revisions forwarded to the Dean of the School of Nursing.

POLICY/PROCEDURE

The development of schedules is the responsibility of each undergraduate department under the authority of the respective Associate Deans/Department Chairs
1. A schedule is any course planning scheme or grid organized by dates and times which indicate when and where course activities are conducted.
2. The program directors for each undergraduate program have the designated responsibility for drafting the schedules and shall work with HSC offices and clinical agencies as required to create and publish a schedule for each semester.
3. Each completed schedule shall be delivered to Banner staff and Office of Educational Support three (3) months prior to the start of each semester, to allow for Banner course construction, fee assignment and course upload on the learning platform.
4. Consideration is given in the schedule, for each curriculum, to credit hours of each course, course testing, the academic calendar, clinical site requirements, faculty availability, and other factors to ensure each course is delivered in accordance to the academic standards of the School and the University.

Developed: PSYW/ph 10/88
Revised: SD:bs 11/15/02, MMJ 06/27/18
Reviewed: UPC 9/1/11, 9/1/13, PFJ 06/20/18