

# **FAC 608. Scheduling of Classes and Course Changes**

With direction from the academic departments, the registrar's office prepares the class schedule for each academic year several weeks in advance of the pre-enrollment period. Faculty members are invited to bring curriculum and schedule problems to the chief academic officer and/or registrar's office at any time.

Changes in course credits, content, and new course proposals must be approved by the department, the division, and Educational Policies Committee. If the course is part of the teacher education or general education program, the changes also need the approval of the Teacher Education Board.