MISSOURI S&T

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY

Formerly University of Missouri-Rolla

To: Department Chairs/Schedulers

From: Office of the Registrar

Subject: Schedule of Classes Schedule Change Policy

Missouri University of Science and Technology
Schedule Change Policy

PURPOSE OF THE POLICY

The Schedule Change Policy has been implemented to ensure minimal negative impact on student schedules as an effort to increase retention and decrease time to graduation.

POLICY OVERVIEW

This policy applies to all courses offered at S&T. After publication of the schedule, but prior to the first day of pre-registration, certain schedule changes will not be accepted unless submitted by the Department Chair. These include meeting pattern, instruction mode, and session changes, enrollment cap decreases and class cancellations. Once pre-registration begins, meeting pattern, instruction mode, and session changes, as well as enrollment cap decreases, and class cancellation requests will require Department Chair approval. An FYI notification will be sent to the Vice Provost and Dean of the College of the Academic Unit.

PROCESS FOR SUBMITTING CHANGES

If you have a schedule change after publication, but prior to pre-registration, which could potentially negatively impact the students, please submit it to your Department Chair. Once they have received it and approved of it, they will then submit it to the Office of the Registrar through CLSS for processing. If the change request is made after pre-registration begins, the Department Chair will notate justification in the justification section of the workflow within CLSS. If a valid reason, the change will be processed and an FYI notification will be sent to the Vice Provost and Dean of the College of the Academic Unit.-Notification will not be sent to the Vice Provost and Deans if the course that is being cancelled has enrollment less than Chancellor's Policy II-30, any class less than 5 students enrolled including courses with "0" enrollment. Approval from Vice Provost and Dean of the College of the Academic Unit will be required if the course being cancelled has enrollment of 15 or greater.