



**BOISE STATE UNIVERSITY**

University Policy 4140

## Responsibilities for Curricular Changes and Class Scheduling

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### **Effective Date**

July 1978

### **Last Revision Date**

July 1995

### **Responsible Party**

Office of the Registrar, (208) 426-4249

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## **1. Policy Purpose**

To ensure that there are established: (1) efficient and effective utilization of resources in support of the academic program and (2) responsibilities for the technical processing of data related to the curricula and class scheduling.

## **2. Responsibilities and Procedures**

### **2.1 Curricular Changes**

- a. The Registrar will be responsible for insuring that all curriculum changes have been approved in accordance with University Policy 4050 (Minor Curriculum Change Procedures). The Registrar will insure the completeness of data about each change and forward the documented information to the Catalog Editor, Schedule Coordinator and Registration Coordinator.

- b. The Registration Coordinator and Assistant Registrar will be responsible for the timely and proper input of approved curriculum including assignment of appropriate coding numbers and will insure the course and section subsystems are current and correct reflecting all changes approved and received from the Catalog Editor and/or appropriate authority.

## **2.2 Class Scheduling**

- a. The Schedule Coordinator (Assistant Registrar) will be responsible for the development and publication of each semester's course offerings in accordance with University Policy 4160 (Development of Schedule of Classes) and University Policy 4170 (Class Schedule Change Procedure). This will include the control and coordination of all related input.
- b. The Registration Coordinator will be responsible for maintenance of a current list of assigned instructors including prompt assignment and notification of instructor number.

## **3. Related Information**

University Policy 4050 (Minor Curriculum Change Procedures)

University Policy 4160 (Development of Schedule of Classes)

University Policy 4170 (Class Schedule Change Procedure)

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## **Revision History**

March 1992; July 1995