



Kutztown University Policy ACA-002

Class Times and Locations

A. Purpose

The purpose of this policy is to explain how the times and locations of classes may be changed.

B. Scope

This policy applies to all courses and all faculty members.

C. Key words and phrases:

Appropriate department chair – the appropriate department chair would be the chair of the department offering the course; for multiple prefix or interdisciplinary courses, it would be the department chair with primary responsibility for scheduling the course in question.

Appropriate dean – for undergraduate classes, the appropriate dean would be dean who supervises the academic department in which the course or the faculty member resides; for graduate courses, the respective dean would be the dean as described above and the dean of graduate studies.

D. Policy & Procedure(s)

Classes are scheduled and assigned to specific classrooms at specific times based on an approved course offering schedule by the Registrar's Office in collaboration with department chairs. Faculty members are not to change the times and/or location of a class without approval from the appropriate department chair and academic dean.

Faculty members who wish to change the times or location of a scheduled course would consult with the department chair who would then arrange for any changes through the appropriate dean. Room change requests must be submitted to the Registrar's Office no later than two (2) weeks before classes begin. Any such changes will not go into effect until the second week of the semester.

E. Effective Date

Pre-1970

Policy ACA-002

F. Approved By

Standing policy established before 1970

G. Last Review

August, 2010

August, 2011

August, 2012

August, 2013

August, 2014

August, 2015

August, 2016

August, 2017

August, 2018