

214.00 SCHEDULING, ASSIGNMENT, AND CANCELLATION OF CLASSES

The academic calendar establishes the parameters of the academic year and includes key dates and semester structure. Academic calendars are produced according to AP 214a.

The College develops an academic schedule of course offerings for Fall, Spring and Summer terms that ensure students have access to required courses for program and degree completion. These schedules also comply with the minimum instructional time requirements outlined in College Policy 280.00 - *Credit Hour Definition*. Once published, changes to meeting times or room assignments must be approved by the Academic Affairs office.

Department Chairs assign full-time and part-time faculty to scheduled classes according to AP 214b. The Vice President of Academic Affairs has the final determination of instructor workload.

If an instructor must cancel a class session, they shall notify the Department Chair and department designee of his/her intent to be absent as soon as possible, and shall initiate the procedure for notifying students or obtaining a substitute, if required. The absence will be communicated to the Academic Affairs office in a timely manner.

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Revised July 21, 2008

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