2515 – Arranged and Late Starting Classes

1. Each ARRANGED course will be formally presented, justified, and reviewed by the Vice President of Instruction (and/or instructional staff) prior to their being scheduled. Lecture courses will be conducted as lecture courses meeting in class the specified number of hours and on/during the appropriate and scheduled dates and times.

2. Instructors of ARRANGED courses must create a timeline, in consultation with the student, showing the amount of time the student should spend on each portion of the course; the student must complete a log showing the amount of time actually spent including the date, time and place. The instructor must maintain a record of the grade, date, time and place of all examinations, assignments, or hours worked.

3. No grades for ARRANGED courses will be posted until complete and accurate time logs are submitted to the appropriate dean or associate dean or his/her designee; the logs will be monitored and stored by Instructional administration. Logs are to include a statement of verification from the student and instructor that the times and dates reflected therein are true and accurate.

Contact(s)
Vice President of Instruction

Related Form(s)

Relevant Policy or Procedure(s): Policy 1515 – Arranged and Late Starting Classes

Approved by: President

Date: 10/29/04

Revision(s): 11/16/07; 5/25/17 (minor revision)