



<u>ACADEMIC POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 100-05-02	PAGE NUMBER Page 1 of 2
	CHAPTER: Academic Affairs	
	SUBJECT: Catalog / Course Policies: Availability of Classes	
RELATED POLICIES: OFFICE OF PRIMARY RESPONSIBILITY: Office of Academic Affairs	EFFECTIVE DATE: TBD	
	SUPERSESION: TBD	
	 Dr. David Svaldi President	

Catalog / Course Policies

Availability of Classes – Undergraduate Students

I. POLICY:

Adams State College does not offer all of the classes listed within the catalog each semester or each year.

Adams State College reserves the right to withdraw from its offerings classes with insufficient enrollment during any particular semester. Other classes may be added if there is sufficient demand.

In some programs, certain courses may be offered on an alternate year basis or as determined by demand. Mandatory advising is in place to assist students in planning and making satisfactory progress towards obtaining their degree.

II. PURPOSE:

The purpose of this policy is to specify that class availability may vary from semester to semester.

III. DEFINITIONS:

- A. Academic Advisor: A faculty or staff member who advises students regarding their academic program.
- B. Catalog: The college listing of all academic requirements, programs, degrees, majors, minors, and courses, as well as academic policies and procedures.
- C. Department Chair (DC): The ASC faculty member that acts as the administrative head of an academic program.
- D. Major: The area in which a student intends to specialize.
- E. Major Requirements: Courses in the area/discipline in which the student has chosen to specialize.
- F. Provost: The Chief Academic Officer and individual responsible for all daily operations of the college in the absence of the President.

IV. PROCEDURES:

- A. The Department Chair of each program will determine the scheduling of classes for each semester.

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- B. The department chair, in consultation with the Provost, will determine if enrollment requires the withdrawal or addition of a course offering.
- C. The department will notify students already registered in the course that is canceled of its withdrawal from the schedule.
- D. If a student is notified that a class they have registered for has been canceled they should schedule a meeting with their advisor to determine an appropriate alternative. If the course is a major requirement they may also opt to meet with the department chair to determine effects on their progress towards a degree.

V. RESPONSIBILITY:

- A. The student is responsible for meeting with their advisor to obtain assistance in planning their degree program.
- B. The advisor is responsible for assisting the student in degree planning and for informing them of irregular scheduling of courses, whenever possible.
- C. The department chair is responsible for ensuring that faculty advisors within their program are aware of changes or irregularities in the scheduling of courses within their major(s).
- D. The department chair is responsible for scheduling classes within their program(s) in such a way that students are able to complete a degree within 4 years, provided they have met with, and followed the advice of their academic advisor.

VI. AUTHORITY:

ASC General Catalog, 2006-2007

VII. HISTORY:

VIII. ATTACHMENTS: