

Planning for your class

While department heads try carefully to anticipate enrolment demand, all classes are subject to enrollment minimums. If there is not sufficient enrollment, classes may be cancelled and the students notified. You can check your class enrollment in advance on Banner Web and consult with your Department Head if you have any concerns regarding whether your class will "make."

All faculty are required to prepare and distribute a class syllabus to students at the first class meeting. The syllabus must have a clearly stated policy concerning student access to the instructor. A copy of the syllabus must be given to the Department Head.

Room assignments off campus are made by the off-campus coordinators. Signs will be posted the first night of classes to direct faculty and students. Room assignments for on-campus classes are published in the semester schedule on the website.

All instructors are expected to give a final exam in each of their courses. The final examination schedule must be followed as published. Any change from the schedule must be approved by the Provost and Vice President for Academic Affairs. All students are expected to take the final examinations.