



**Approved**  
 Bahamas Technical and Vocational  
 Board of Directors  
 Effective Fall 2023

<b>POLICY NUMBER</b>	<b>RO-23-02-002</b>
<b>TITLE OF POLICY</b>	Course Scheduling
<b>DATE OF ADOPTION</b>	Spring 2023
<b>SUPERSEDES</b>	All previous policies and procedures regarding course scheduling
<b>DATE OF IMPLEMENTATION</b>	Fall 2023
<b>PROJECTED DATE OF REVISION</b>	Fall 2028
<b>PURPOSE OF THE POLICY</b>	To establish the procedures for developing course schedules to facilitate registration and help students complete programme requirements in a timely manner
<b>REVISION NUMBER</b>	Version I
<b>ACCOUNTABILITY</b>	Office of the Registrar
<b>RELATED POLICIES/PROCEDURES</b>	Policy on Academic Advising Policy on Directed Independent Study Policy on Financial Aid
<b>APPENDICES</b>	None

### 1.0 Preamble

The Bahamas Technical and Vocational Institute (BTVI) seeks to ensure that all students make satisfactory progress towards the completion of their degree, certificate or diploma programme. As a result, BTVI will develop course schedules which facilitate registration and help students complete programme requirements in a timely manner.

### 2.0 Scope

This policy applies to all academic programmes. It establishes the procedures for creating course schedules which facilitate registration and maximise the probability that students receive the courses needed to complete programme requirements in a timely manner.

### 3.0 Policy

3.1 Courses will be scheduled to support the needs of students and to maximise classroom capacity, room availability and other available resources.



- 3.2 Courses will be scheduled:
  - 3.2.1 between the hours of 8:00 am and 10:00 pm, Monday through Friday and 9:00 am and 3:00 pm, Saturday and Sunday, as needed.
  - 3.2.2 to start on the hour.
- 3.3 By the end of the third week of each semester, the Office of the Registrar shall forward the course schedule template for the following semester to Deans and Heads of Departments via an electronic spreadsheet.
- 3.4 Heads of Departments shall upload the following information to the spreadsheet:
  - 3.4.1 Abbreviation, number and title of courses to be offered.
  - 3.4.2 Number of sections for each course.
  - 3.4.3 Day(s) and times of each section.
  - 3.4.4 Whether the course/section is to be offered virtually or hybrid or face-to-face.
  - 3.4.5 Number of students for each section.
  - 3.4.6 Name of instructor assigned to teach the section.
- 3.5 Heads of Departments shall complete the spreadsheet:
  - 3.5.1 by the end of week seven (7) of the fall semester for the following spring semester.
  - 3.5.2 by the end of week eight (8) of the spring semester for the following summer semester.
  - 3.5.3 by the end of week thirteen (13) of the spring semester for the following fall semester.
- 3.6 The Office of the Registrar shall:
  - 3.6.1 enter the course scheduling information on the student information system, except for those courses/sections for which an instructor has not been identified.
    - 3.6.1.1 Such courses/sections shall be entered on the system as soon as an instructor has been identified.
  - 3.6.2 work directly with Heads of Departments and Deans.
- 3.7 Under extenuating circumstances, the number of students allowed in each course/section may be increased with the approval of the Head of Department and/or Dean.
- 3.8 In those instances in which it becomes necessary to make changes to the schedule, Heads of Departments shall forward an amended schedule to the Office of the Registrar, copied the relevant Dean.

#### **4.0 Course Cancellation**

- 4.1 The Office of Academic Affairs reserves the right to cancel courses for which no students have registered or in which there is low student enrolment.
- 4.2 Should it become necessary, courses will be canceled prior to the start of the late registration/add drop period.
- 4.3 In those instances in which a course is canceled, every effort will be made to accommodate the affected students.
- 4.4 In those instances in which a course is canceled and students are unable to register for another course, students will be eligible for a tuition credit.