

College of Computing and Software Engineering Scheduling Policy

Guiding Principles:

To support students with diverse academic goals, personal responsibilities, and learning preferences, the scheduling policy aims to provide a flexible and accommodating schedule that supports every student's academic journey. While the college respects the needs and teaching/research interests of the faculty, the emphasis of this policy is on facilitating student success. The college is committed to creating a schedule that not only ensures access to necessary courses but also aligns with the varied lifestyles and commitments of our students.

Course Review and Assessment: Ensuring Academic Relevance and Quality:

All courses scheduled for hybrid or online delivery need to be approved according to the DLAC-approved, CCSE Digital Learning Policy before scheduling a course.

Regardless of the mode of instruction, every course offered by the college is expected to meet the same high standards of academic quality. The evaluation of the courses should be an integral component of each department's ongoing assessment strategy. To ensure consistent quality and relevance, each course should undergo a comprehensive review at least once every three years. Continuous improvement ensures that courses keep meeting changing student needs and academic standards.

Each course must have a course coordinator who should assist with the approved course content, assess and evaluation of the efficacy of the course and its instruction, managing course assessment instruments for the course, submit course assessment reports as scheduled by the departmental assessment plan.

Student-Centered Scheduling: Addressing Diverse Needs:

All courses are scheduled to:

1. support the total demand from students at KSU, as informed by data (Ad Astra metrics or via other college-approved data analyses).
2. support all programs (honors, etc.), degrees, and degree modalities.
3. accommodate students who are working during the day.
4. have sections on MWF and on TR if more than one section is offered.
5. follow all KSU scheduling guidelines, including deadlines and common start times.
6. Follow department and college guidelines on the average class size.
7. follow a long-range schedule that must be reviewed at least every two years to accurately anticipate student demand. Not offering a course on a long-range schedule should be rare and communicated to students as far out as possible. Courses with low demand over an extended period should be subject to review, with potential discontinuation.

8. minimize time conflicts for elective course offerings, allowing students to take full-time schedules, regardless of discipline.
9. list course instructor as soon as possible. No TBAs should be on the schedule two weeks prior to the beginning of the semester unless justified.
10. use correct attributes to the courses e.g., low cost, no cost, High Impact Practices (HIPS).
11. not hide the size of the class by co-scheduling sections of the same modality. It is permissible to co-schedule face-to-face or hybrid sections with an online section, provided it is accurately represented in the faculty workload. This should be done using approved multipliers that account for the combined enrollment. This approach ensures transparency in class sizes and fair workload distribution among faculty.
12. be as error free as possible. After the schedule is built and before it is publicly available check with the program coordinators, chair and teaching faculty that the schedule does not have errors and the courses are scheduled in the correct rooms.
13. accommodate shifting student demand by monitoring seat availability and waitlists. The schedule must be closely monitored at the beginning of the registration (refer to the posted academic calendar <https://www.kennesaw.edu/registrar/academic-calendars/>), after the grades for the previous semester are posted, and two weeks prior to the beginning of the semester.
Recommendations for large waitlists:
 - For required courses, there are two options to accommodate more students: either increase the number of seats in existing sections, utilizing the approved multiplier for grading support, or add a new section.
 - For elective courses, if it's not feasible to increase the number of seats in existing sections or to create new sections, the waitlist may only be closed if there are available seats in other elective courses and these alternatives do not create scheduling conflicts for the students.

Co-scheduling and un-co-scheduling sections can be done only before the beginning of the registration. Once students are registered, co-scheduling cannot be changed, and cancelation of any portion of a co-scheduled course is not allowed. Faculty cannot request co-scheduling multiple sections of the same course unless it is reflected in the workload: teaching two sections of 40 is not equal to teaching one section of 80.

CCSE will primarily use the 8-week terms in summer. General education courses can be offered in Maymester and 4-week sessions. Other terms are allowed but should be vetted to avoid restricting other student options. Approval from the dean is necessary for scheduling in other summer terms. See CCSE Summer Course Policy for additional restrictions.

To add a new section, use the Course Add Request Form for regular courses or fill out the DocuSign form for direct study courses at this link: <https://www.kennesaw.edu/registrar/faculty-resources/index.php> For special topics classes, use a special topics proposal that can be found on the "Others" tab for a New Curriculog Proposal.

The courses should not have their day, time, modality or location changed once students have registered. Exceptions should be extremely rare, justified, and approved by the dean.

Setting the enrollment cap to zero is not equal to course cancelation, the section can still have students who were overridden in the course. It is the responsibility of the chair to check enrollment one week

before the beginning of the semester, the first day of the semester, and right after the end of add/drop and provide justification for all sections with low enrollment (less than 9 graduate and less than 14 undergraduate). No justification is needed for sections that do not count towards faculty workload e.g., directed study, thesis, individual research and project courses.

The cancellation of any courses must be completed no later than one week prior to the semester's start date.

Changes to the day, time, modality or course cancellation after the start of registration must be approved by the dean.

To obtain approval:

- a. Send an email to the Senior Associate Dean that details:
 - i. What specific course are you trying to cancel or change.
 - ii. A detailed justification for the cancellation or change.
 - iii. The number of students who are impacted by the cancellation, including waitlisted students.
 - iv. Alternative courses that are available for students who are impacted negatively in their degree progression.
 - v. Communication with faculty about the change in workload and how it will be handled if it does not match teaching workload from FPA.
- b. The Senior Associate Dean will evaluate your request in consultation with appropriate stakeholders and then respond with a decision.

Once approved:

1. Obtain a list of all students enrolled in the class, including any students on a waitlist.
2. Contact CCSE Advising, ensure they know about the cancellation and discuss with them options for students who are negatively impacted.
3. Contact all of the impacted students via official KSU channels (KSU email is considered the official channel) and explain to them the reason for the cancellation as well as options they have available to them if their progression is impacted negatively. If needed, CCSE Advising can help with this communication, though care should be taken to ensure that student concerns are addressed by the department/school making the change.
4. Complete the necessary Change to Course form <https://www.kennesaw.edu/registrar/faculty-resources/index.php> and email it along with the formal approval for course cancellation from the dean and a copy of the email to the students that shows which emails you bcc to schedulebuilder@kennesaw.edu.

Scheduling Deadlines

The department chair/director or a designee is required to submit the unit's schedule to the office manager of the respective academic unit on the official schedule builder opening date posted at <https://www.kennesaw.edu/registrar/faculty-resources/index.php>. The unit's office manager is required to post the schedule on banner one week prior to the closing of the schedule builder, download the schedule from banner and send it to the department chair/director or a designee for verification to correct all mistakes before the closing of the schedule builder. The process must be repeated after the rooms are assigned (after EMS publish).

Suggested format:

CRN	Course Num/Sec	Instructor	Time	Days	Max	Location including campus	Cross listing and other comments	Attributes	Comments for banner	Restrictions
	CGDD 2012/01	Gesick	3:30PM-4:20PM	MW	40	J202 required lab, Marietta		LowCost \$40...		
	CGDD 3103/01	Gesick	6:30PM-7:45PM	MW	20		Crosslisted with CGDD3103/W01			
	CGDD 3103/W01	Gesick			20		Crosslisted with CGDD3103/01			
	CYBR 7100/W01	Huang			140	online	Seven Week Session I	NoCost \$0...		
	CSE 4983/01	Morrow	n/a	n/a	0	online			Interested? Contact Coordinator Darin Morrow dmorro21@kennesaw.edu	
	CSE 1321L/E01	Kretlow	9:30 am - 11:10 am	F	40	J264 required lab, Marietta			C++ (for SPCEET majors)	Must be enrolled in one of the following Colleges: College of Eng and Eng Tech
	CSE1321L/W#1	Kretlow	na	na	40	online			C#, (NOT for SPCEET majors)	Exclude College of Eng and Eng Tech Must be online learner

	CSE 1321L/E01	Kretlow	9:30 am - 11:10 am	F	40	online			C++ (for SPCEET majors) Online synchronous	Must be enrolled in one of the following Colleges: College of Eng and Eng Tech
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