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## CLASS SCHEDULE CHANGE PROCEDURE

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**PURPOSE:** To provide a procedure for changing class schedules.

### **I. Policy Statement**

After a Directory of Classes has been published, any necessary change must be processed to insure notification of all interested parties. To control such processing, the "Schedule Change Request" (Pink Slip) will be used for all changes.

### **II. Procedure**

- A. Additions, cancellations and changes including room, day/time, section capacity, and/or instructor must be routed to the Schedule Coordinator via the "Schedule Change Request" (Pink Slip).
- B. The dean of the college and the Provost and Vice President for Academic Affairs must approve course cancellations and day/time changes that occur after students have received their class schedule/bill.
- C. The Textbook Manager in the BSU Bookstore should also be notified of any changes that affect textbook orders.