January 4, 2022

SUBJECT: Developing the Schedule of Course Offering

Instruction 8570

(UAO)

ABSTRACT

This Instruction assigns responsibilities and prescribes the procedures to be followed in the submission of the schedule of course offering for students of the Uniformed Services University of the Health Sciences (USU).

A. Purpose. The purpose of this Instruction is to establish policy and to assign responsibilities and procedures for course scheduling and record keeping of USU academic programs. Furthermore, this Instruction is designed to support the Middle States Commission on Higher Education Standard III, *Design and Delivery of the Student Learning Experience*, *Criteria 4* "sufficient learning opportunities and resources to support both the institution's programs of study and students' academic progress."

B. Reference. *See Enclosure 1.*

C. Applicability. This Instruction applies to all USU academic programs awarding credit for student record transcription.

D. Background. The University has four distinct schools/colleges at the undergraduate and graduate level. Establishing data standards for course scheduling will aid in centralizing the student record information as an essential element to maintain accreditation as well as meet the transcript demands of the growing student and alumni population.

E. Policy. It is USU policy that:

1. All USU coursework resulting in university credit offered by USU faculty will be documented by the Office of the University Registrar (OUR) for course selection, registration, and grading using the Student Information System (SIS). Course detail in the schedule will comply with approved academic curricular information as well as the content in the University catalog, which will be published annually. Furthermore, course details (course prefix, number, title, credit hour and grading scale) will be reflected on the student transcript as it appears in the schedule of classes.

F. Responsibilities. Specific responsibilities to establish and execute the course schedule and record keeping process include the following (*Process Flow at Enclosure 3, Attachment 1*). The OUR, along with the designated administrative officers from each school/college, will coordinate and track the course scheduling workflow.

1. The OUR:

     a.   Creates the upcoming academic year in the student information system 12 months in advance.

     b.   Forwards the previous year's course offering data to the schools/colleges 5 months prior to the start of the semester/year.

     c.   Updates the upcoming schedule of courses based on the schools/colleges edits 4 months prior to the start of classes.

     d.   Forwards the schedule of classes to the Learning Management System (LMS) 4 months prior to the start of classes (when applicable).

     e.   Reports number of Distance Learning courses to the Office of Accreditation for the annual Middle States report based on 'Delivery Method'.

     f.   Creates a published version of the schedule of classes for public release before student registration opens.

     g.   Adds new courses to the University Catalog for publishing in May.

2. The Academic Program:

     a.   Identifies course requirements for student progression toward graduation and conducts reviews in curriculum committee meetings prior to building the schedule of classes.

     b.   Reviews the previous year's schedule of courses for updates 5 months prior to the start of classes (semester/year).

     c.   Submits new course documentation to OUR before the course is offered to students no later than 4 months prior to the start of classes.

     d.   Forwards edits on the schedule of classes to OUR 4 months prior to the start of classes (semester/year) which includes:

          1)   Course prefix and number

          2)   Course title

          3)   Semester credit hours

          4)   Lead instructor name or grade recorder name

5) Course delivery method

6) Course meeting days/times as applicable

   3. <u>The Office of the Chief Information Officer (OCIO)</u>:

     a. Receives the schedule of classes from OUR 4 months prior to the start of classes for the LMS.

     b. Manages SIS integrations following the technical capabilities of selected vendors and implementing the business rules established by OUR and its academic stakeholders.

G. **Relationship of SIS and LMS.**

   1. It is the responsibility of the OUR to manage the SIS, acting as the designated proprietor of student records and academic information. The SIS is the system of record for all enrolled students and academic course data for the University. The LMS is a software application provided by the Office of the CIO for automation and delivery of educational courses, training programs, and/or learning and development programs. The LMS is dependent on the SIS data set to synchronize the schedule of courses and student course enrollments. Enrollment changes made in the SIS should override any manual edits made in the LMS.

   2. Final grading can be made in either the SIS or LMS, but must be completed by the lead instructor or assigned grader. The OUR will record the lead instructor and/or grader to courses being offered in the SIS for grade security whereas the LMS lists multiple instructors for the course. Change of grade requests must be submitted by the lead instructor or grader using form OUR-1105G after the original submission (Refer to Instruction 1105 (*Reference (b)*) for more information).

H. Definitions. *See Enclosure 2. (For the purpose of this document)*.

I. Effective Date. This Instruction is effective immediately.

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Acting President

Enclosure:
1. References
2. Definitions
3. Process Flow

REFERENCES

(a) Middle States Commission on Higher Education, Standard III – Design and Delivery of the Student Learning Experience, Criteria 4 – "sufficient learning opportunities and resources to support both the institution's programs of study and students' academic progress," https://www.msche.org/standards/#standard_3

(b) USUI 1105 "USU Grades and Grading Policies," dated August 12, 2020.

DEFINITIONS

1. **Academic Semester**: A portion of an academic year; the time during which an educational institution holds classes, assesses student progress, and awards degrees and certificates. Schools/colleges operating under a semester system have three terms: summer, fall, and spring.

2. **Academic Session**: Educational instruction that runs on alternate dates from the summer, fall, and spring semesters; however, are aligned to the academic semester based on the course start and end dates.

3. **Academic Year (AY):** One full cycle of class schedules/offerings in the respective academic terms. Used to assess admission, retention, and student enrollment reporting.

4. **Course Delivery Method**: The teaching method to determine educational technology access and institutional assessment.

5. **Traditional (TR)**: Courses that involve course content where student and instructor are in the same physical location.

6. **Hybrid (TO):** Blended courses involve content teaching that is taught in-person (same physical location) and online. A blended course contains between 10 % and 99% online learning.

7. **Online (OL)**: Course content is delivered exclusively online between the student and instructor via synchronously and/or asynchronously. This need not apply to non-instruction events such as orientation or in-processing.

8. **Designated Grader**: The lead instructor or assigned grader who is capable and has the authority to enter the final grad into the university's SIS or LMS.

9. **Schedule of Courses**: An inclusive list of course information for a given academic semester, including but not limited to course prefix and number; credit hours; class meeting times; course delivery method; lead instructor/grader; course requirements; and/or prerequisites. The finalized and official list is stored in the student information system for all courses with enrollment and used to populate the learning management system (LMS).

10. **University Catalog**: A comprehensive listing of University admissions requirements, programs descriptions, degrees requirements, and course descriptions for all USU University credit courses. Course prefix, title, number, credits and descriptions are updated yearly from Schools/Colleges and publically posted online.

Establishment of Course Schedule Process Flow

SCHEDULING PROCESS FLOW

Course Offerings from previous AY rolled in SIS by OUR

Semester/Yearly Schedule of Classes rolled in SIS by OUR and forwarded to School/College for review

School/College returns confirmed Schedule of Classes to OUR

OUR pushes schedule of classes to the LMS

One-off manual edits to Schedule of Classes made by OUR in SIS

Academic Term/Classes Begin