

**POLICIES AND PROCEDURES  
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: **Academic Policies and Procedures**

POLICY/PROCEDURE: **Class Scheduling**

DATE: **March 1, 1993**

NUMBER: **4.61**

REVISION(s): **12/19/94, 03/30/10**

**Purpose**

Appropriate class scheduling is important to assure that student needs are met in a cost-effective manner.

**Policy**

Class scheduling procedures are the responsibility of the Division Chair with final approval by the Vice President of Instruction.

AUTHENTICATION (Signature):

COPP

\_\_\_\_\_  
President

03/30/10  
(Date)

**4.61**