Schedule of Classes Data Requirements Policy

Policy Number: KC-ACA-3136

Originally Issued: Spring 2017

Revised: N/A

Effective Catalog Cycle: N/A

Approved by: Provost

Executive Sponsor: Provost

Responsible Office: registrar@

Policy Statement

All course instruction information must be updated prior to the start of each semester in Pathway, which serves as UMKC's system of record. Pathway schedule of classes data is uploaded to MyVita in order to provide a more accurate view of course teaching assignments and loads at the University.

Course instruction information consist of the following data elements:

- Assignment of the course instructor and all team instructors and GTA's if applicable
    - Workload percentages included with instructor assignment on each class section in order to provide accurate workload percentages
    - University approved attributes added to classes (e.g. undergraduate research)
    - Class section meeting times meeting patterns (e.g. MWF)
    - Class notes if required to provide more

> > - information to students
> >   - Class Topics for courses offered as special topics (topics are printed on UMKC transcripts and provide more granular course information about the section completed)

All course instruction information must be submitted via the initial galley to the Registration and Records Office. Each semester's schedule is initially created by copying the last semester's schedule. Classes are edited based on what each department intends to offer for the new semester.

Summer Schedule

Generated by November 1

Changes due to Registration and Records office by end of Fall semester Published online by March 1

Fall Schedule

Generated by November 1

Changes due to Registration and Records office by end of 2nd week of Spring semester Published online by March 1

Spring Schedule

Generated by April 1

Changes due to Registration and Records office by end of Summer semester Published online by October 1

II.   Reason for Policy

This policy was developed to support student academic success and to provide consistent, quality delivery of academic programs and services.

III.   Who Should Read this Policy?

All faculty; Academic advisors; Registrar's office personnel.

IV.   Instructions, Procedures and Related Information

UMKC Academic Calendar:

V.   Contacts

UMKC Registrar's Office: Website:

Physical Location: 115 Administrative Center, 5115 Oak Street, Kansas City, MO 64110

Mailing Address: 5100 Rockhill Road, Kansas City, MO 64110-2499;

Phone: 816-235-1125; **Fax:** 816-235-5513; **Email:** registrar@

VI.   Exclusions

None

VII.   History & Updates

NA

VIII.   Appendices

None