

Pine Technical College

Policy and Procedure

Policy Number: 222 REV 1 Date: 1/18/2005 Revision Date: 3-19-07

Division/Department: Academic Affairs Author: Robert Musgrove

Subject: Student Activity Hour Scheduling

Authorities: N/A

Purpose:

An active student life program is essential to the environment of a successful college. It is the purpose of this policy to create a standard time within the weekly schedule of the college for the conduct of student life activities, to include student organization meetings.

Policy:

For the transition year of 2005-6, Pine Technical College will reserve the hour from noon until 1PM on Tuesdays during the academic year for student activities. Thereafter, Pine Technical College will reserve the hour from 11AM until noon each Wednesday during the academic year for student club meetings. No classes will be scheduled during that hour in order to free students to participate in student clubs and activities.

Procedure:

1. During course scheduling times each year, faculty will be informed of the prohibition against holding classes during the activity hour.
2. Program schedules will be structured to accommodate this hour.
3. Programs with special scheduling requirements, such as nursing clinicals, may petition to the CAO and Dean of Student Affairs for an exception to this policy.
4. Student clubs, including Student Senate, will utilize the hour to hold meetings and other activities.

5. The Dean of Student Affairs will work with Student Life to facilitate the scheduling of student meetings and events.

Responsibilities:

1. The CAO will monitor class and course schedules to insure that no conflicts are scheduled with the activity hour.

Dissemination:

Standard dissemination.

Reviewed by Leadership Team: 2-7-05

Reviewed by Faculty Shared Governance: 2-22-05

Approved: _____ Date: 2-22-05

Robert L. Musgrove, PhD

President

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Revision Reviewed by Faculty Shared Governance: 3-28-07

Approved: _____ Date: 3-28-07

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