



Idaho State
University

MEMORANDUM

TO: Deans
Associate Deans
Department Chairs
Program Directors
Department Schedulers

FROM: Dr. Laura Woodworth-Ney 
Executive Vice President and Provost

SUBJECT: Clarification to Summer and Fall Course Schedule Change Processes MEMO

DATE: May 6, 2020

As a further clarification to the [REVISED--04.29.20 -- Summer and Fall Course Schedule Change Processes Memo](#), please see the following:

When you are submitting requests for schedule changes for the Course Scheduling Working Group to consider, please address those emails to Blake Beck (beckblak@isu.edu), Chris Hunt (huntchri@isu.edu), and the University Scheduler (schedule@isu.edu) so that the request can be logged and shared with the Working Group for consideration.

Also, please include the following information in your email request for schedule changes that require Working Group review:

- Term - Summer or Fall
- Course Name and Number
- A detailed description of the change being requested that includes:
 - The reason why the change is being requested
 - Whether this change will impact currently enrolled students
 - If enrolled students will be impacted, if any attempt been made to contact those students about the proposed changes
 - How student impacts will be mitigated