# SCHEDULING GUIDELINES

The following scheduling guidelines are adopted for implementation for Spring 2015.

1. A two hour **Unscheduled Time** is designated from **4-6 pm on Tuesdays and Fridays**. During this time, no required activities may be scheduled. This includes classes, labs, or make-up exams. This restriction *does not* apply to courses with a 6000 level designation. The intent of this **Unscheduled Time** is to provide a designated free time on campus that facilitates a number of activities related to academics and campus community. Exceptions to the scheduling patterns can be requested to accommodate special restrictions (e.g. available studio time). Each request must be submitted to the Registrar and Dean of Undergraduate Education to be reviewed by the Scheduling Committee before approval.

2. The scheduling of courses will be restricted to the following patterns:

Courses meeting twice a week, 80-110 minutes per meeting:

**Monday & Thursday** with start times of **8, 10, 12, 2, 4, 6**

**Tuesday & Friday** with start times of **8, 10, 12, 2, 6**

Courses meeting 3 times a week, 50-80 minutes per meeting:

**Monday, Wednesday, Thursday**

Start times at: **8 (50 min. class) or 8:30 (80 min. class), 10, 12, 2, 4, 6**

**Tuesday, Wednesday, Friday**

Start times at: **8 (50 min. class), 8:30 (80 min. class), 10, 12, 2, 6**

**(4-6 pm on Tuesday and Friday are not allowed)**

Note: Classes lasting for 80 min. within any 2 hour block may start either at the top of the hour or at half past. (i.e. 10 or 10:30).

Wednesday becomes available for single session meetings such as lab classes.

Classes wishing to meet twice in a single day should use a Wednesday AM and a Wednesday PM session with an empty period between the two meetings.

a. Amendment to the original policy, approved by the Scheduling Committee 3/3/03.

Courses are can now be scheduled:

**Monday & Wednesday or Tuesday & Thursday** 6-8pm

3. Exceptions to the scheduling patterns can be requested to accommodate special restrictions (e.g. available studio time). Each request must be submitted to the Registrar and Dean of Undergraduate Education to be reviewed by the Scheduling Committee before approval.

4. Department schedulers will be required to submit class hour schedules that evenly distribute classes between the standard patterns. For example, classes meeting twice a week in a department should be evenly divided between M-R and T-F sessions. Classes meeting 3 times a week should be evenly divided between M-W-R and T-W-F classes. This restriction does not apply to multisection classes where all the section of a common class are allowed to meet on the same weekly schedule.

5. No classes can be scheduled for longer than 3 hours for a single meeting without prior approval from the Registrar and Dean of Undergraduate Education. It is expected that some classes, (such as labs and design studios) will readily receive approval.

6. Approved at the March 3, 2004 meeting: Criteria for scheduling rooms:

1. lower level courses have first priority
2. best fit for enrollment projection for a specific class
3. technological capabilities of the room to meet the technical teaching requirements of the course
4. the department with the balanced course load has priority