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If only one section of a required major course for the program – place the course before 4 pm or after 8 pm or online. (athletics consideration)

All undergraduate didactic courses must fit within their time block (start and finish). We have 50-minute time blocks and 75-minute time blocks for all classes. The 75-minute time blocks are only on Tuesdays and Thursdays as well as Mon and Wed after 2:30. The time grid for the institution must be changed if you want additional 75-minute time blocks.

Review program needs for 15-week online courses for traditional undergraduate students or final additional requests to Dean of CHESS for general education courses for your majors with GAE considerations. Ensure all programs include all necessary courses for GAE students and consider all partnership programs (JFMSON and RHSHS).

Follow 8-semester plan.

Communication will take place between Deans and GAE prior to any schedule submission so the Deans and GAE can work together to ensure all day student and major 8-semester plan class scheduling works and GAE



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## Class Scheduling

All units are expected to plan and distribute classes across all days of the week (Monday - Friday) and hours outside of the peak usage times of the day (9:30 am to 2:30 pm) as much as possible to maximize use of campus classrooms and minimize class conflicts for students. This distribution also includes the use of weekend offerings whenever appropriate. GAE may have modified requirements for online and GAE programs for Mods.

### Standard meeting patterns:

All classes will conform to the standard meeting pattern as listed on the time grid, which is set by the faculty. Classes will start on grid. For those that do not start on the grid, approval will be required from the dean of the college.

## Guiding Principles For Utilization Of Classrooms

Classroom space is a valuable resource that belongs to the institution. The Provost's Office is responsible for ensuring that instructional space supports the academic needs of the University.

Deans, directors, department chairs and the Registrar's Office are responsible for ensuring that all classrooms are scheduled efficiently. Classrooms are scheduled with utilization in mind, but departments are abW h B/F2 11 Tf1 0 0 1r W18 size use s

