

Faculty Code – Effective Fall 2016

Chapter 4: Curriculum, Course Approval, and Graduation Requirements

C. Scheduling of Courses

Classes meeting for three hours per week during the day could meet according to three different configurations: a) on M-W-F in three 50-minute sessions between 8:00 a.m. and 4:00 p.m.; b) on Tuesday and Thursday between 9:00 a.m. and 6:00 p.m. for two 80 minute sessions, running from 9:00-10:20 a.m., 10:30-11:50 a.m., 12:00-1:20 p.m., 1:40-3:00 p.m., 3:10-4:30 p.m., 4:40-6:00 p.m.; c) from 8:30-9:50 a.m., 1:10-2:30 p.m., 2:40-4:00 p.m. Monday and Wednesday, or Wednesday and Friday, or Monday and Friday; d) Evening classes meet two times a week from 6:10-7:30 p.m. except for seminars arranged for only one meeting per week, which begin between 6:10 p.m. and 7:00 p.m. and end between 9:00 p.m. and 10:00 p.m.

Classes meeting for more than three hours a week (introductory languages and mathematics primarily) would meet in four or five 50-minute sessions per week at 9:00 a.m., 11:00 a.m., 12:00 p.m., 1:40 pm or 3:10 pm.

In order to minimize scheduling conflicts for students, departments should offer courses across the schedule, Monday through Friday, between 9:00 a.m. and 4:00 or 4:30 p.m. The registrar will give priority to each department's first course request in popular time slots, then to second courses for each department if rooms are available. All departments should ensure that courses scheduled in same time slot are rarely taken concurrently unless alternative sections are available.

Humanities 110, Language, Science, Psychology, and Math make extensive use of morning time slots for introductory course lectures. In order to minimize scheduling conflicts for first-year students, other departments should be especially mindful when scheduling introductory courses M-F 9 a.m. to 1 p.m.

The spring scheduling process will proceed in three stages. 1) In order to minimize scheduling conflicts of highly enrolled courses, departments that anticipate schedule changes to these courses will provide the Registrar's Office with a list of potential changes to the scheduling of such courses in fall semester. 2) In spring semester, all departments will submit initial schedule drafts to the Registrar. In addition, departments will identify courses that often need to be taken concurrently by majors and convey this list to the Registrar, so that the Registrar can alert departments of potential scheduling conflicts before they are finalized. 3) The Registrar's Office will then distribute a college-wide, first-draft schedule to all departments. Departments with major requirements in department(s) outside their own should then consult with those department(s) to resolve potential course conflicts for majors prior to finalizing their schedules for submission to the Registrar. Divisions with extensive divisional requirements should consult with other departments in their division.

Unusual scheduling (deviations from the usual time slots) is not to be allowed by the Registrar unless approved by the Administration Committee and only if the request is accompanied by a justification in terms of pedagogy, facility constraints, an effort to

minimize scheduling conflicts for students, or other extenuating circumstances, and if the proposed schedule does not cause undue conflict with other courses. Expected exceptions include: 3-4 hour afternoon laboratories for the Sciences and Psychology, meeting once per week, and additional 3 hour studio sessions in Art, meeting twice per week.

No work may be assigned over the fall, January, or spring breaks, other than routine class, studio, or lab preparations. In practice, this shall mean that no work will be assigned with a due date in the week immediately following the break except as announced in the course syllabus at the beginning of the semester.