

Procedure: Course Scheduling



Procedure Number: 3364-71-31.01

Responsible Department: Office of the Registrar

Scope: All University Academic Departments

Effective date:
November 22, 2024

This procedure is authorized by the university's policy on course scheduling. This procedure outlines the guidelines for creating a standardized course schedule that supports student progress and allows for efficient classroom scheduling.

- (A) Standard Time Blocks
 - a. Sections that meet in general purpose classrooms must be scheduled using the standard time blocks provided by the Office of the Registrar.
 - b. Provost approval is required for sections that meet in general purpose classrooms and cannot utilize a standard time block.
 - c. Sections scheduled during a standard time block will be given priority during general purpose classroom scheduling. If a course is approved for a non-standard time block, a general purpose classroom will be assigned before registration begins, if availability permits.

- (B) Schedule Distribution
 - a. Colleges will evenly distribute sections, by subject code, that meet in general purpose classrooms based on the following start times and meeting days:
 - i. Sections should not be scheduled to start before 8 am or after 8:35 pm without Provost approval.
 - ii. At least 5% of sections should be scheduled to start between 8 am and 9 am.
 - iii. No more than 50% of sections should be scheduled to start between 9:35 am and 3 pm.
 - iv. At least 15% of sections should have a Friday meeting day.

 - b. One day per week classes in general purpose classrooms
 - i. Courses that are scheduled to meet one day per week must be scheduled on Fridays or must be scheduled to end before 10 am or must begin after 3pm.
 - ii. Courses meeting one day per week may be scheduled between 10 am – 3 pm Monday through Thursday but must be paired with another one day

per week course offered on the corresponding meeting pattern (ex: a one day per week course meeting T 10-1055 must be paired with another one day per week course meeting R 10-1055).

- iii. Priority for room scheduling will be given to sections meeting more than one day a week.

(C) Modality

- a. All didactic courses must be assigned and adhere to a standard modality.
- b. On campus sections are scheduled with a day, time, building and room.
- c. Synchronous online (or remote) sections must be scheduled with a day and time. The building is OC and the room is REMOTE.
- d. Asynchronous online sections have no day or time. The building is OC and the room is DL ONLINE.
- e. Blended sections are scheduled with an on campus meeting pattern and a synchronous/asynchronous online meeting pattern.
- f. Instructors must deliver the course according to the assigned modality.
- g. Changes to modality must be approved by the Provost if any students are enrolled in the course.

(D) Section Capacity

- a. All sections scheduled are to have a capacity.
- b. All didactic courses will be set to a minimum capacity of 24 for space allocation purposes; exceptions may be permitted based on section (E)(c) below.
- c. Section capacities are to be set based on historical and predictive data. The Office of the Registrar will review capacities and may make adjustments. Capacities may be decreased for on campus sections based on projected enrollment.
- d. During the capacity review departments and colleges will be consulted on requests to increase section capacities. The Provost has final authority to approve or deny such requests.
 - i. Independent study and other non-didactic course types will default to a capacity of 5 students unless otherwise specified by the department or college.
- e. All 1000-2000 undergraduate level sections are required to maintain a minimum waitlist capacity of 10 students.

(E) Low Enrolled Sections

- a. Didactic course sections are required to have a minimum enrollment each semester.
 - i. 1000-2000 level, lower division undergraduate courses: 24 total students
 - ii. 3000-4000 level, upper division undergraduate courses: 15 students
 - iii. 5000-6000 level, master's level graduate courses: 8 students
 - iv. 7000-8000 level, doctoral level graduate courses: 6 students

- b. Sections with low enrollment 2 weeks before the semester begins are to be cancelled or combined with other courses/sections.
 - c. Exceptions may be made by the Provost based on pedagogical needs, including Laboratory and Studio Sections, independent study and other non-didactic course types.
- (F) Section Offerings
- a. Course sections are to be scheduled based on data and student need.
 - b. Sections cannot be scheduled unless there are students intending to register. This includes independent study and other non-didactic course types.
- (G) Schedule Changes
- a. Deadline for making changes to the schedule is 2 weeks before the semester.
 - i. This does not include section additions, instructor changes or capacity increases.
 - b. Changes are made through the Office of the Registrar using the Course Scheduling Request Form located under the employee tab in the MyUT portal. Course changes are only to be made by department schedulers, chairs, associate deans and deans.
 - c. All schedule changes must be approved by the college (Deans or Chairs) once student registration begins.
 - d. Changes to didactic course schedules or modality must be approved by the Provost if students are enrolled in the course.
- (H) Room Usage
- a. The University operates using department controlled rooms and general purpose classrooms.
 - i. Department controlled – Maintained and scheduled by departments which consists of laboratories, classrooms, and conference rooms.
 - ii. General purpose – Maintained by Classroom Support Services and scheduled by the Office of the Registrar.
 - b. Sections must have a capacity and be open for registration to be assigned a general purpose classroom.
 - c. In the event of a scheduling conflict or when additional space is needed, the Office of the Registrar may schedule courses in department controlled classrooms. The Office of the Registrar will work with the department to schedule the space.
 - d. Events may be scheduled in classrooms or department controlled classrooms after classrooms have been assigned to scheduled courses.
 - i. Academic course sections take classroom priority over events.
 - ii. Rooms will be made available for event scheduling once the academic course schedule is complete.
- (I) Exam Scheduling

- a. Instructors of all on campus courses that hold a final exam must do so on the University's assigned exam date and time.
- b. The Fall and Spring semester exam schedule is posted on the Office of the Registrar's website. Courses are required to follow the exam schedule.
- c. Summer courses hold exams on the final day of the class.
- d. Exams are held in the same classroom as the course unless notified by the Office of the Registrar. If an alternative classroom is needed, reach out to the Office of the Registrar.
- e. Alternative activities must be provided on the final exam date for scheduled courses that do not require a final exam.

Approved by:

/s/

Scott Molitor
Interim Provost

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November 22, 2027

Review/revision completed by:

- *Office of the Provost*