Contents

Policy Name

4.4300 Academic Class Scheduling Policy

Purpose and Scope

The primary goal of the Academic Scheduling Policy & Process is to maximize the probability that all students receive their choices of courses required for graduation on a timely basis (within the prescribed number of semesters). This also maximizes efficiency and effectiveness and minimizes operating and capital costs.

Title or Role	Definition and What They are Responsible For
Registrar's Office	Maintains and enforces this policy. Receives exceptions to the policy.
Senior Vice President of Academic Affairs and Provost	Serves as approval for policy and assists with reviewing exceptions to the policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

The policy for class scheduling is established by the Provost Office and implemented by the Registrar's Office. The Academic Scheduling Process is used to maximize course offering distribution so that students receive the appropriate class schedule required for degree progress towards graduation. General objectives in building the Schedule of Classes include providing workable and balanced class distribution schedules for students, ensuring access to courses, and optimizing the use of classrooms and other instructional spaces.

Department chairs and program directors are expected to develop class schedules, in consultation with faculty, that abide by this policy. Deans are also responsible for ensuring that class schedules within their academic units abide by this policy.

The Registrar's Office will review the schedule of classes for conformity to the following guiding principles each semester. Nonconformity will be reported to the school dean.

The department chairs are responsible for determining which courses they will offer, section size and the number of offered sections, and the assignment of teaching faculty. Deans and departments are responsible for developing course schedules by the deadlines posted by the Registrar's Office.

Procedure

Establishing the Course Offering

Considerations in all schedules:

- No more than 15% of courses from a program (other than general education program) in one time slot.
- No more than 15% of general education courses in any time slot.

- 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 time to degree plans are met.
- Prior to submission of schedules, all deans (including those whose programs do not include general education courses), chairs of programs offering general education courses, and appropriate representatives of GAE must collaborate to ensure coordination of program needs for graduate and undergraduate courses in all instructional sites and modalities including JFSMON and RHSHS. Input must also be sought from the First Year Seminar Director, the Director of the Honors Program, and the Director of Title III.
- Once courses have been scheduled and students are enrolling, the time and days assigned to a course must not be altered, as this causes scheduling problems for students.
- Conscientious adherence to these guidelines by department heads and chairs will provide the Registrar's Office with a maximum opportunity to create semester class schedules that both meet the needs of students and faculty and address concerns for optimum use of University facilities.

Departments should give consideration to the following guidelines in establishing their course offering:
- Schedule courses required in the major.
- Schedule general education courses.
- Schedule other regular elective courses.
- Schedule special interest courses on a faculty- and space-available basis.
- As soon as possible, ideally at the time of the initial offering, assign faculty to all offered courses and sections.
- Identify courses that should not be scheduled in time conflict with other courses within and between academic units. This may require collaboration among multiple academic units.
- Identify specific classroom characteristics needed to support instruction, such as the need for technology.
- Specify course characteristics that will be helpful to students during registration.
- Where possible, offer additional sections and/or set higher section limits for typically over-demanded courses.
- Avoid offering courses with histories of being under-enrolled.
- Academic units are strongly encouraged to complete their course offering as fully as possible starting with the initial publication. This action ensures that the complete course offering is available to the largest number of students, advisers, and faculty.

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 able to request specific classrooms when schedules are submitted.

All general purpose classrooms need to be shared to support the broader teaching and learning needs of the University. Classrooms and other instructional spaces may be allocated to individual departments, but the assignments are not considered permanent. The space may be reallocated as the needs, priorities, and demands of the school, college, or University change.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The Registrar Office policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any 3rd party standards, guidelines, or other policies referenced by this policy.

Related Policies

N/A

Exhibits

[Policy and Procedure Exception Form](#)

Document Review Log

	Description of Changes
5/09/2024	SLT Approved