

## SCHEDULING REGULATIONS & DEPARTMENTAL ALLOCATIONS

These regulations apply to the Colleges of Liberal Arts and Sciences, Education, Engineering, and The Tippie College of Business.

The scheduling regulations have been established to permit efficient use of available classroom space as well as to provide an orderly framework for instructional planning. Use of standard time blocks also allows students greater flexibility in scheduling classes offered by different departments or colleges. These regulations, in combination with the departmental class-period allocations, should ensure equitable distribution of classroom space among departments.

Space Planning and Utilization (SPU) is in the process of transitioning to computerized scheduling. Classrooms will be assigned for efficient utilization, departmental building preference whenever possible and technology needs. We will be in touch with departments with additional information as this process proceeds.

### I. Preparation of Schedule Requests

- A. For courses that require a room that seats 100 or more, arrangements **must be made in advance** to add a course or alter the meeting time or place. Call 5-1246 as soon as possible to make these arrangements. Priority in these rooms is retained by courses that are unchanged from the previous like semester (spring/spring; fall/fall), and by departments that make advance arrangements. (NOTE: any changes that took place during the session will have priority for space assignment but are not reflected on the enclosed copy. For example, if a course was canceled because faculty went on sabbatical, the room may have been reassigned to another course. If in doubt, please call.)
- B. Classrooms will be assigned by building preference of the department. First priority will be the departmental home building, then buildings nearby whenever possible. A specific room may be requested only if there is a special need, such as a disability. Also, you must note the specific type of equipment required such as computer (MAC or PC), VCR, etc.
- C. Departments are reminded of the availability of evening and Saturday morning hours for scheduled instruction.

## II. Course and Meeting Patterns

NOTES: "Contact-hour" refers to one 50-minute instructional period.  
"Class" is used to designate a course or unit of a course (disc., sec., lec., lab, etc.).  
With the exception of split-period offerings, all courses are to begin on the half hour.  
Unless an ending time is noted, a 50 minute period is assumed.

### A. One contact-hour a week

Whenever possible utilize non-prime hours for once-a-week classes. During prime hours, evenly distribute these classes both by time of day and day of week.

### B. Two contact-hours a week

1. Classes that meet for two consecutive hours on the same day will NOT be scheduled on weekdays earlier than the 2:30 hour in general assignment classrooms.
2. Classes that meet for one hour on each of two days should be scheduled on Tuesday and Thursday only.
3. Exceptions to 1 & 2 above will be permitted only if they can be paired with another course or courses in your department which will fully utilize the room.

### C. Three contact-hours a week

1. These classes are to be offered on Monday-Wednesday-Friday, or Tuesday-Thursday-Saturday unless they are scheduled on a Tuesday/Thursday split-period.
2. Split-period use enables a three-contact-hour class to be taught in two days by using 75-minute time blocks. Split-period instruction may be offered only in the time blocks listed below, and **only on Tuesday and Thursday**.

#### Tuesday - Thursday only

8:05 - 9:20

9:30 - 10:45

10:55 - 12:10

1:05 - 2:20

2:30 - 3:45

3:55 - 5:10

3. Classes that meet for three consecutive hours on the same day will NOT be scheduled on weekdays earlier than the 2:30 hour in general assignment classrooms unless they can be paired with another course or courses in your department which will fully utilize the same room.
4. **Even distribution should occur between the MWF and TTh offerings.**

D. Four contact-hours a week

These classes may be scheduled for two consecutive time periods on Tuesday and Thursday, or one hour on each of four days. Classes meeting for two hours are to be scheduled at the beginning of the regular class-period (9:30-11:20, not 9:00-11:00).

E. Application

These meeting pattern regulations will be in effect for general assignment classrooms during all stages of the scheduling process until the completion of the second week of classes.

III. Allocations

A. The attached table lists a class-period allocation for each department covered. Departments that make little or no use of general assignment classrooms are not included in the allocations. It is expected that these departments will make maximum use of their classrooms and schedule their instruction on the same basis as outlined in the regulations. **All departments are expected to use their own classrooms 30 hours per week for scheduled instruction before requesting the use of general assignment classrooms.**

B. Determination of allocation

1. The allocation is based on the number of contact-hours offered by each department in general assignment classrooms in the 2002 fall semester relative to total use, and on the number of general assignment classroom periods that will be available during the next academic year.
2. To measure past departmental room use and to calculate allocations, all cross-referenced courses are applied to the **department designated as Administrative Home**. These contact hours are counted toward only that department's allocation.

C. Use of departmental allocation

1. See B.2. for counting cross-referenced contact hours.  
NOTE: Cross-referenced courses must be listed on the copy of all departments involved whether or not they are counted in the allocations.
2. All instruction scheduled on weekdays from 7:30 a.m. through 5:30 p.m. for which general assignment classroom space is requested is charged against the departmental allocation. A list of general assignment rooms is enclosed with this material.
3. Each department is restricted to scheduling no more than its class-period allocation at any one hour in general assignment rooms. Instruction scheduled during the evening (after 5:30) or on Saturday will not be counted against the allocation although room use at these times during the previous fall semester was included in determining the total departmental allocation.
4. Refer to column b to tabulate how split-period instruction is charged against the departmental class-period allocation.

a. Split-period Time Blocks

8:05 - 9:20  
9:30 - 10:45  
10:55 - 12:10  
1:05 - 2:20  
2:30 - 3:45  
3:55 - 5:10

b. Charge Against  
Class-period Allocation

1 at 7:30 + 2 at 8:30  
2 at 9:30 + 1 at 10:30  
1 at 10:30 + 2 at 11:30  
2 at 12:30 + 2 at 1:30  
2 at 2:30 + 1 at 3:30  
1 at 3:30 + 2 at 4:30

5. Example: The following illustration shows how classes are counted against an allocation of 8 class periods to the Religion Department.

<u>COURSE</u>	<u>MEETING TIME</u>		<u>ALLOCATION COUNT</u>																	
			<u>10:30</u>					<u>11:30</u>												
			<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>	<u>M</u>	<u>T</u>	<u>W</u>	<u>Th</u>	<u>F</u>								
32:54	10:55-12:10	TR																		
32:10	10:30	TR																		
32:4(7	11:30	W																		
32:175 (same as 26:145)	10:30	MWF																		
32:15(A	10:30	MW																		
32:171 (same as 39:163)	11:30	TR																		
32:250	10:30	MWF																		
32:145 (Same as 16A:118)	11:30	MWF																		
32:001(13	6:30	T																		
			<hr/>					<hr/>												
			2	1.5	2	1.5	1	1	2	2	2	1								

Total class hours toward allocation = 8 8

Since the entire allocation of 8 has been used at 9:30 and 10:30 in this example, Religion would not be allowed to schedule additional classes at those hours in general assignment classrooms.