



SOUTHERN UTAH UNIVERSITY
Policies and Procedures

Policy # 6.46
Date Approved: 01/28/05
Date Amended:
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SUBJECT: ACADEMIC SCHEDULING

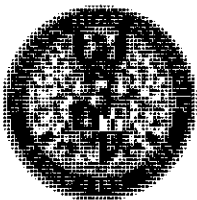
I. PURPOSE: To describe University policy for scheduling instructional space

II. REFERENCES

Utah State Board of Regents, Policies and Procedures, R-751, Capital Facilities Space Scheduling and Assignment

III. POLICY:

1. **General.** To achieve optimum utilization of classroom and laboratory space, central control of academic scheduling throughout the year is the responsibility of the Registrar's Office, in coordination with the Provost's Office, according to procedures it may establish.
2. **Academic space.** Academic facilities include, but are not limited to, classrooms, studios, laboratories, reading clinics, academic centers, gymnasias, tennis courts, and the library.
3. **Guidelines for Fall and Spring Semesters.**
 - a. Academic departments through their deans submit to the Registrar's Office tentative schedules of space, including conference rooms, by an established due date for each semester. The Registrar makes space assignments and coordinates them with the departments.
 - b. Each college/school will schedule no more than 12 percent of its class offerings per hour within the times of 8:00 a.m. to 1:00 p.m. and at least 8 percent of its offerings per hour within the times of 2:00 p.m. to 4:00 p.m. (Times beginning on each hour for MWF classes) The Registrar's Office will monitor the distribution of classes by time of day and will work with the deans and the Provost to implement this policy.
 - c. The Daily Scheduling Plan will be used to assign classes. Normally, 3 credit hours courses must be scheduled for three 50-minute periods per week or two 75-minute periods per week. In general, the 75-minute classes should be restricted to T-TH and the 50 minute classes to M-W-F. With the approval of the respective dean, 75 minute classes may be scheduled M-W during afternoon hours.
 - d. Each classroom and class laboratory will be assigned the optimum number of student stations according to procedures of the space



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management office. Instructors will be encouraged to not add more student stations to the room. If more student stations are needed, a larger room should be scheduled. The optimum number of student stations will be the maximum enrollment number for a class, unless pedagogical reasons justify a lower number.

- e. Courses with special classroom needs will be given appropriate priority. Particular emphasis will be placed on matching room size with maximum course enrollments.
- f. Room requests from departments should be made on the basis of anticipated enrollment being equal to or greater than 80 percent of the room capacity. Rooms may be assigned based on this principle.
- g. Generally, and whenever possible, classrooms will be scheduled to minimize the distance each teacher must travel and recognize space priorities of the academic departments. However, maximum room utilization must take precedence. ADA considerations will also guide scheduling decisions.
- h. Continuing education staff should work closely with the Deans and the Provost's Office to schedule extended day, weekend, and distance education classes.
- i. Classes and final examinations are to be held at the times and places officially scheduled by the Registrar's Office.

4. Guidelines for Maymester and Summer Sessions.

- a. The registrar will use the Maymester and Summer School scheduling plan to assign classes.
- b. Other guidelines for Fall and Spring semesters will be used to the extent possible during Summer Session.

5. Conflict resolution. Scheduling conflicts not resolved using the guidelines of this policy will be resolved by the Registrar's Office in consultation with the dean of the respective college or school.



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**DAILY SCHEDULING PLAN
FOR 3 CREDIT CLASSES**

M-W-F	T-R
7:00 - 8:00	7:00 - 8:30
8:00 - 9:00	8:30 - 10:00
9:00 - 10:00	10:00 - 11:30
10:00 - 11:00	11:30 - 1:00 -
11:00 - 12:00	CONVOCAIONS
12:00 - 1:00	1:00 - 2:30
1:00 - 2:00	2:30 - 4:00
2:00 - 3:00	4:00 - 5:30
3:00 - 4:00	
4:00 - 5:00	
Total Periods	
10	6

FOR 4 & 5 CREDIT CLASSES

M-W-F	T-R
7:00 - 8:00 <u>Use</u>	7:00 - 8:30
8:00 - 9:00 <u>DO NOT USE 8:00 - 9:00</u>	DO NOT USE 8:00 - 9:00. Overlaps 2 Times
9:00 - 10:00 <u>Use</u>	8:30 - 10:00
10:00 - 11:00 <u>Use</u>	10:00 - 11:30
11:00 - 12:00 <u>Use</u>	May be used since 11:30 - 1:00 on T-R is used for convo - mtgs (No classes)
12:00 - 1:00 <u>Use Only If Necessary</u>	11:30 - 1:00 - <u>Used for convo - dept mtg: Use only if necessary (12:00 - 1:00)</u>
1:00 - 2:00 <u>Use</u>	1:00 - 2:30



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2:00 - 3:00 <u>DO NOT USE</u>	<u>DO NOT USE 2:00 - 3:00 M-W-F & T-R for 4 & 5 credit - Overlaps 2 Times</u>	
	2:30 - 4:00	
3:00 - 4:00 <u>Use</u>		
4:00 - 5:00 <u>Use</u>	4:00 - 5:30	
Total Periods		
7 (8 possible)		7 (8 possible)

SUMMER/MAYMESTER
Daily Scheduling Plan
(Based on 750 minutes per credit)

Note: These times and days meet the contact hour guidelines of the Northwest Commission on Colleges and Universities (NWCCU)

MAYMESTER

Monday – Friday		
4 Credit	3 Credit	2 Credit
9:00-12:50	9:00-11:50	9:00-10:50
1:00-4:50	1:00-3:50	1:00-2:50

FIRST AND SECOND SESSION OF SUMMER SCHOOL

Monday – Friday		
4 Credit	3 Credit	2 Credit
8:00-10:00	8:00-9:30	8:00-9:00
10:15-12:15	9:45-11:15	9:15-10:15
12:30-2:30	11:30-1:00	10:30-11:30
2:45-4:45	1:15-2:45	12:45-1:45
	3:00-4:30	2:00-3:00