Class Schedules

UNIVERSITY POLICY #219

Authority:
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President's Signature: On File

SECTION 1: Class Schedules

1.1 The Provost is responsible for publishing the class schedule. Through their Program Coordinators, Directors, Chairpersons, and Deans, faculty members are expected to recommend classes to be offered. The primary goals of class scheduling will be 1) to provide the classes necessary for students to complete their programs of study in a timely manner and 2) to make efficient use of university resources. The creation of a workable schedule that achieves these goals is the responsibility of all academic administrators.

1.2 The primary considerations in class scheduling shall be the needs of the students, qualifications of faculty, and the requirements of accreditation. The preferences of senior faculty members should be honored after these factors are taken into account; however, the selection of classes as well as their meeting times, locations, and methods of delivery, must be based on the needs of students and not on convenience for, or personal preferences of, any faculty member.

1.3 Classes that are expected to have large enrollments will be given priority in larger classrooms.

1.4 In-seat and hybrid classes will conform to the schedule of classes included in this policy* with the following exceptions:

1.4.1 Program-specific classes need not follow the normal schedule of classes if they will be taken exclusively by students who will only be taking classes in that program.

1.4.2 Due to facility limitations, lab and studio courses may be scheduled across normal time blocks prior to 2:00 PM.

1.5 Online courses with no face-to-face meetings will only be scheduled after the course and instructor have been approved per the Distance Education Policy.

1.6 All classes will be fully contained within the beginning and ending dates of the term.

1.7 The appropriate academic administrators will review the schedule for each term at the end of the pre-registration period for that term. Classes with no or low enrollment may be cancelled or otherwise modified at that time. Faculty teaching assignments may also

be changed based upon this review. The appropriate Department Chair, Program Director or Coordinator will notify any students enrolled in cancelled classes in a timely manner. This notification will be done by email, with copies to the Offices of the Provost and Registrar.

1.8 Every effort is made for the Schedule of Classes to be maintained as published; however, unavoidable circumstances may necessitate last-minute changes and/or cancellation of classes. While the University attempts to keep such changes at a minimum, it cannot assume liability for any changes and/or errors in the schedule. If questions arise concerning the schedule, the student should check with the Office of the Registrar or the Provost.

*Does not apply to summer terms

SCHEDULE OF CLASSES

Monday		Tuesday		Wednesday		Thursday		Friday	
8-8:50		8-9:15		8-8:50		8-9:15		8-8:50	
9-9:50				9-9:50				9-9:50	
		9:30-10:45				9:30-10:45			
10-10:50				10-10:50				10-10:50	
11-11:50		11-12:15		11-11:50		11-12:15		11-11:50	
12-12:50				12-12:50 OPEN				12-12:50	
		12:30-1:45				12:30-1:45			
1-1:50				1-1:50				1-1:50	
2-2:50	Or Flex	2-3:15	Or Flex	2-2:50	Or Flex	2-3:15	Or Flex	2-2:50	Or Flex
3-3:50				3-3:50				3-3:50	
		3:30-4:45				3:30-4:45			
4-4:50				4-4:50				4-4:50	
5-5:50				5-5:50				5-5:50	
6-8:50		6-8:50		6-8:50		6-8:50		6-8:50	