

## **02.CUR.02**

### **COURSE SCHEDULING DEVELOPMENT**

(Revised January 29, 1999)

(Revised by the COB Advisory Council, January 5, 2005)

(Approved, COB Faculty, January 10, 2005)

(Reviewed April 2012)

(Revised and Approved by COB Faculty March 9, 2018)

Department Chairs are responsible for developing course schedules in accordance with the guidelines and dates provided by the Office of the University Registrar (“Registrar”).

Schedules are developed to accommodate the course availability needs of day, evening, and online students. Accordingly, Department Chairs maintain year-to-year or multi-year schedules and enrollment histories to assure predictable frequency of course offerings and appropriate rotation among day, evening, and online offerings. In addition, the Registrar has established the following distribution rules for each college:

Distribution Rule 1: On campus 3 credit hour lecture or seminar courses must be scheduled in a standard time block

Distribution Rule 2: At least 20% of 3 credit hour undergraduate lecture courses must be scheduled in MWF time blocks

Distribution Rule 3: At least 10% of 3 credit hour undergraduate lecture courses must be scheduled to begin before 9:30 a.m.

A study of enrollment history is necessary to assure that the scheduling process considers minimum class sizes as an aspect of the efficient deployment of faculty and space utilization. Faculty load and number of preparations are also considered in developing the schedule.

In scheduling graduate courses, department chairs work closely with the Director of Master’s Programs who, as the academic advisor to graduate students, is more aware of their class scheduling needs.

The schedule development process begins when the Department Chair provides a recommended schedule to faculty and requests their suggestions and preferences regarding course, instructional method, and class meeting time. The chair then revises the schedule to help accommodate faculty and students and solicits comments from department faculty before submitting it to the Associate Dean and the Director of Master’s Programs. While the final recommendations from the chair consider faculty preference, they are based primarily on the scheduling needs of students.

The proposed college-wide schedule is subsequently reviewed by the College Administrative Council for evaluation regarding time conflicts of competing courses among departments. The Dean is responsible for final decisions in consultation with the chairs regarding time and room conflicts. The final schedule is provided to faculty and submitted to the Registrar. Course schedules may change after the Registrar runs the course schedules for the University.