New Daily Schedule

At the May 21, 1999 faculty meeting, the faculty voted to implement the following daily schedule starting in the 2001-2 academic year. This first page describes several features of the schedule. This is followed by the schedule itself and the scheduling rules.

1. The schedule allows for horizontal scheduling of courses during 8 periods from 8:00-4:30.
2. The Tuesday/Thursday schedule has options for scheduling 2x per week 80 or 110 minute classes.
3. The rules allow courses meeting 1x per week to be scheduled at different times. This is important, for example, in scheduling multiple-hour lab sections or studio courses.
4. Each 50-minute period can be subdivided into two 25-minute time blocks (with a 5-minute passing period). This option may be useful for scheduling music lessons, for example.
5. An appeals process will be available which will allow instructors to request one-time or permanent exemptions from the scheduling rules for a particular course.
6. The registrar will be instructed to enforce the approved rules, insuring that the published course offerings follow the scheduling rules (except for approved exemptions).
In the schedule below, there are several major features:

**Period Z** (Indicated by Blue)  Classes meeting 3x50 Minutes Per Week (MWF)

**Period Y** (Indicated by Pink)  Classes meeting 2x80 Minutes Per Week (TR)

**Period X** (Indicated by Orange)  Classes meeting 2x110 Minutes per Week (TR)

The light green boxes on Tues/Thurs may be used to offer 4x or 5x courses

<table>
<thead>
<tr>
<th>Hour 1</th>
<th>Mon.</th>
<th>Tues.</th>
<th>Wed.</th>
<th>Thurs.</th>
<th>Fri.</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:50</td>
<td>12X</td>
<td>1Z</td>
<td>1R</td>
<td>12X</td>
<td>1Z</td>
</tr>
<tr>
<td>8:30-9:50</td>
<td>2Z</td>
<td>2T</td>
<td>2Z</td>
<td>2Y</td>
<td>12X</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hour 2</th>
<th>Mon.</th>
<th>Tues.</th>
<th>Wed.</th>
<th>Thurs.</th>
<th>Fri.</th>
</tr>
</thead>
<tbody>
<tr>
<td>10:00-10:20</td>
<td>3Y</td>
<td>3T</td>
<td>3Z</td>
<td>34Y</td>
<td>3Z</td>
</tr>
<tr>
<td>10:30-11:20</td>
<td>4Z</td>
<td>4T</td>
<td>4Z</td>
<td>34X</td>
<td>3Z</td>
</tr>
<tr>
<td>11:00-11:50</td>
<td>5Z</td>
<td>5T</td>
<td>5Z</td>
<td>34X</td>
<td>3Z</td>
</tr>
<tr>
<td>12:00-12:50</td>
<td>6Z</td>
<td>6T</td>
<td>6Z</td>
<td>34X</td>
<td>3Z</td>
</tr>
</tbody>
</table>

**Chapel**

<table>
<thead>
<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>12X</td>
<td>1Z</td>
<td>1R</td>
<td>12X</td>
<td>1Z</td>
</tr>
<tr>
<td>2Z</td>
<td>2T</td>
<td>2Z</td>
<td>2Y</td>
<td>12X</td>
</tr>
</tbody>
</table>

**The Majority of Classes Will Meet in one of the Following Modes:**

- **3x50 Minutes (MWF)**  Indicated by Code "Z"  Example: 5Z (MWF 12:30-1:20)
- **4x50 Minutes (MTWF)**  Indicated by Code "ZT"  Example: 5ZT (MTWF 12:30-1:20)
- **4x50 Minutes (MWRF)**  Indicated by Code "ZR"  Example: 5ZR (MWRF 12:30-1:20)
- **5x50 Minutes (MTWRF)**  Indicated by Code "ZTR"  Example: 5ZTR (MTWRF 12:30-1:20)
- **2x80 Minutes (TR)**  Indicated by Code "Y"  Example: 67Y (TR 1:30-2:50)
- **2x110 Minutes (TR)**  Indicated by Code "X"  Example: 56X (TR 12:30-2:20)

However, there are many other options for courses, which will meet the rules outlined below.
**Scheduling Structure**
The following rules are designed to minimize course conflicts. In scheduling a course, a one
time (or permanent) exemption may be applied for by submitting an application to the AOC

1. To maximize utilization of the entire class day, a roughly equal fraction of all departmental
   offerings must be offered during each of periods 1-8.
   a. Departmental schedules that are not balanced across the entire class day will be sent back
to the department chair by the registrar.
2. It is expected that all courses will meet during all regularly scheduled meeting times
   a. Instructors may occasionally cancel classes due to other obligations (such as attending a
      professional conference)
   b. Instructors may not cancel large blocks of scheduled meeting times without an approved
      exemption from the AOC (some examples which would not be allowed without an
      exemption would be to cancel all Friday meetings to allow for “Research Time” or
      “Individual Meetings with Students”, or if there would be an excessively long break
during the middle of a vertically scheduled course)
3. Courses that meet 3x per week must meet in period "Z" Mon, Wed & Friday
4. Courses that meet 2x per week must meet Tues & Thurs.
   a. Courses meeting 2x80 minutes must meet either 12Y, 34Y, 45Y, 67Y or 78Y
   b. Courses meeting 2x110 minutes must meet either 12X, 34X, 56X, or 78X
5. Courses which meet 1x per week (such as labs) may be scheduled at any time of the day
6. Any proposed courses which do not follow the above rules (and have not been granted an
   exemption by AOC) will not be scheduled by the registrar.

**Normal Courses**
In the rules above, a "Normal Course" is defined as one that meets more than one time per week.

**Half Period Scheduling Option**
Some courses, such as music private lessons, may desire to have 25 minute time periods. Thus
each 60-minute block has an “Early” and “Late” subdivision for the first/second 30 minutes (note
that there are only 5 minute passing periods between these half periods).

<table>
<thead>
<tr>
<th>1x25 Minutes (Early)</th>
<th>Indicated by Code &quot;E&quot;</th>
<th>Example: 5ME (Monday 12:30-12:55)</th>
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</thead>
<tbody>
<tr>
<td>1x25 Minutes (Late)</td>
<td>Indicated by Code &quot;L&quot;</td>
<td>Example: 5ML (Monday 1:00-1:25)</td>
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</tbody>
</table>
**Other Scheduling Options For Courses**
In addition to the standard 2x, 3x, 4x and 5x meeting times described above, this schedule and rules permit many other scheduling alternatives. Some of the numerous options are listed below:

3x80 minute periods  Example: 67ZE (MWF 1:30-2:50)
1x80 minute period   Example: 67EM (Monday 1:30-2:50)
3x50 minutes + 1x80 period Example: 5Z56ET (MWF 12:30-1:20, T 12:30-1:50)
1x170 minute periods  Example: 567R (Thursday 12:30-3:20)
2x170 minute periods  Example: 567TR (Tues & Thurs 12:30-3:20)
5x25 minute periods  Example: 5EZTR (MTWR 12:30-12:55)

**Examples of Reasons for Requesting Exemptions to Scheduling**
The goal of the rules is to minimize scheduling overlaps. If excessive exemptions are granted, the situation for students might deteriorate to a situation that is not much different from the status quo. Below are some valid reasons for requesting an exemption (this is not a complete list, and inclusion on this list does not guarantee approval of such a request)

1. College related schedule constraints on an instructor that make it impossible to schedule their classes according to the scheduling rules.
2. Facilities, equipment or personnel limitations on scheduling. For example, a lab or studio course might need to meet in 3 hour blocks on Monday and Tuesday (instead of Tues & Thursday according to the scheduling rules) because of conflicts with other courses/sections.
3. Conflicts between corequisite courses for a specific targeted group of students.
4. An instructor has a convincing argument why pedagogy in a particular course would be better served in a format that cannot be accommodated within the scheduling rules.

In general, an exemption will not be granted to schedule outside of the guidelines merely for the convenience of the instructor (such as wanting to teach TWR instead of MWF).

For every semester, the AOC will keep a record of all courses that have received an exemption to the scheduling guidelines. The registrar will also generate statistics on the usage different time periods and scheduling options. These records will be retained by the AOC and can be used in the future to allow the AOC to refine the schedule options and rules and to identify potential scheduling conflicts.