

Process Guidelines for Scheduling 75-minute Undergraduate Lecture Sections

Seventy-five minute undergraduate lecture sections that overlap with the peak-use 50-minute periods, especially on Monday, Wednesday and Friday, add to scheduling conflicts for students and faculty and make it more difficult for academic units to make effective use of limited classroom space. However, seventy-five minute mid-day lectures are also an attractive teaching option. The changes described below are intended to address concerns about the burden of scheduling conflicts and also the demand for greater scheduling flexibility.

According to Classroom Scheduling Policies, 75-minute undergraduate lecture sections may be scheduled using a TR, T, or R day pattern at the following hours.

8:00 – 9:15	11:00 – 12:15	2:30 – 3:45	Evening
9:30 – 10:45	1:00 – 2:15	4:00 – 5:15	

75-minute undergraduate lecture sections may be scheduled using a MW, MF, WF or M, or W, or F day pattern at the following hours.

8:00 – 9:15	2:30 – 3:45	4:00 – 5:15	Evening
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Scheduling 75-minute undergraduate lecture sections on M, W, and/or F during the peak-use, mid-day time periods is permitted only with dean's recommendation and provost's approval. Such sections should be scheduled only at the following start times: 9:30am, 11:00am, or 1:00pm. If approved, these sections are considered non-standard and will receive a lower priority in the room assignment process.

Obtaining approval for exceptions to the scheduling policy for 75-minute sections:

1. Departments should send a request for approval to the school/college dean (paper or email memo). The request should include the following information:
 - a. Department and Course number.
 - b. Time and day pattern requested.
 - c. Estimated enrollment.
 - d. Information about the lecture sections of the course that are offered at standard times
 - e. Terms for which the exception is requested. Departments may request an exception for all terms if the circumstances requiring the exception are ones that will continue into the future.
 - f. Reasons for requesting the exception, including reasons for requesting an all-terms exception, if applicable.
 - g. Name and contact information for department contact person.
2. Deans review requests for exceptions. Deans will deny the request, or recommend approval. When deans recommend approval, they forward the request with their recommendation to the Vice Provost for Teaching and Learning. The dean's recommendation should specify if the approval is to be for the specified term or for all terms.
3. The vice provost, on behalf of the provost, will review the proposal and return a decision to the dean, the department contact person, and Curricular Services.

Units that seek approvals for blanket exceptions should work with their dean's office and the Provost's Office to establish such policies.