

# UWL Classroom Scheduling Policy

## Purpose

The Classroom Scheduling Policy & Guidelines applies scheduling policies in a consistent and equitable manner across departments and colleges, while maintaining flexibility to accommodate special needs and circumstances.

## UW System Board of Regents Facility and Classroom Scheduling Policy

The University of Wisconsin Board of Regents requires facilities of the University to be used primarily for purposes of fulfilling the mission of teaching, research, and public service. University facilities are not available for unrestricted use for other purposes. Utilization rates are based upon UW-System guidelines (<http://www.wisconsin.edu/capbud/formspub2.htm>) as follows:

- a. Classroom planning anticipates that in aggregate, classrooms are used on average at least 35 scheduled periods per week for credit producing classes with a percentage of student stations occupied (seat fill) based on a sliding scale. UW-La Crosse seeks to have 67% of seats occupied on average for each classroom and laboratory. Laboratories are expected to be used at full or nearly full capacity. Class Laboratory utilization must be at 24 periods per week of scheduled credit producing instruction before a second laboratory of the same type is justified.
- b. Scheduled instruction does not include preparation or take down time.
- c. A standard week for purposes of this requirement is 7:45 am to 10:00pm Monday through Friday

## UW-La Crosse Classroom Scheduling Policy Statements

1. **Scheduling Responsibility:** The Office of Records and Registration holds primary responsibility for classroom scheduling, including general access classroom scheduling, computer classroom scheduling, and the assignment of instructional spaces for departmental priority scheduling. Classroom assignment is based on priorities established in this policy document and in the Centennial Hall Scheduling policy document.
2. **Departmental Room Assignments for Scheduling:** Departments may be assigned specific rooms for scheduling. Room assignments will be made by the Office of Records and Registration. Not all departments need or will have rooms assigned for scheduling. Scheduling deadlines must be adhered to by all departments. Room assignments will be reviewed and adjusted annually by the Office of Records and Registration as necessary in consultation with Deans and Department Chairs.
3. **Course Scheduling:** All course scheduling must be coordinated through the individual departments and with approval of the department chairperson. Any individual faculty requests made to the Office of Records and Registration will be referred back to the department chairperson.

4. **Course Scheduling Deadlines:** Departments will be given specific deadlines by which they must have all departmental scheduling completed. The Office of Records and Registration will help those departments that did not meet the scheduling deadlines find rooms to teach in after all other departments' classes have been assigned rooms. In this event, it is likely that departments will need to be flexible with regard to time/days offered when requesting room assignments.
5. **Distribution of Course Offerings:** To best utilize classroom space, classes should be distributed evenly throughout the day and week, utilizing not only mornings, afternoons and evenings, but also Monday through Friday. Every department is responsible for scheduling classes across the range of available times/days.
6. Non-Instructional Spaces will not be scheduled for instructional use.
7. Scheduling in instructional spaces for all non-instructional events is done through University Reservations.
8. **These policies apply to all UW-La Crosse instructional space.** This includes academic departments and other offices in schools and colleges with scheduling jurisdiction over classroom space.

### **Standard Meeting Patterns**

Classes are to be scheduled in accordance with the University's standard meeting times.

1. Three-credit classes meet for 55 minutes a week Monday/Wednesday/Friday (MWF). Three credit x-classes meet for 85 minutes a week Tuesday/Thursday (TH). All classes should adhere to a standard of 770 minutes per credit per term, with lab classes expected to exceed the minimum.
2. X-classes may be scheduled on MW after 2:15 p.m.
3. Those courses following the standard schedule will have classroom reservation priority.  
**Any deviation from the standard scheduling pattern must be approved by the Dean of the College each semester.**
4. All classes must be scheduled to start at a standard start time for M/W/F or T/TH even if they exceed the standard time length. Exceptions to this policy can be made by the Dean of the College each semester. Exceptions should be rare.
5. Three-credit course standard daily schedule for 14 week classes is as follows:

#### **Standard Classes (MWF)**

Period 1	7:45-8:40 am
Period 2	8:50-9:45 am
Period 3	9:55-10:50 am
Period 4	11:00-11:55 pm
Period 5	12:05-1:00 pm
Period 6	1:10-2:05 pm
Period 7	2:15-3:10 pm
Period 8	3:20-4:15 pm

#### **Standard X-Classes (T/Th) \***

Period 1-2	7:45-9:10 am
Period 2-3	9:25-10:50 am
Period 3-4	11:00-12:25 am
Period 4-5	12:40-14:05 pm
Period 5-6	2:15-3:40 pm
Period 6-7	3:55-5:20 pm

Period 9 4:25-5:20 pm

*\*Combines one standard period with part of the next*

Evening Courses: (3 credit course/weekly)

5:30-8:15pm or 6:00-8:45pm or 6:30-9:15pm

A one credit class meets for one hour per week. A two credit class meets for two hours per week. A four credit class meets for four hours per week. A five credit class meets for five hours per week.

### **Prioritization of Classroom Scheduling (Applies to department and university-wide scheduling)**

1. **Disability Accommodations:** Any faculty member needing accommodations due to a disability will have first priority in scheduling a classroom to meet his/her needs.
2. **Departmental Room Scheduling:**
  - a. First Priority: Spaces specifically set aside and allocated to academic units or departments for instructional activities requiring permanently installed or specialized pedagogical equipment. These space-specific classrooms will include, but are not limited to, laboratories, recital halls, theatres, art studios, etc.
  - b. Second Priority: Classrooms containing specialized equipment purchased by an individual department will be allocated to that department for scheduling whenever feasible.
  - c. Departments with rooms assigned for scheduling have an obligation to allow scheduling by other departments in these rooms during the scheduling timeframe when their scheduling is complete
  - d. Outside requests to use these spaces will be handled through the individual department during the departmental scheduling timeframe.
3. **General Classrooms:** Course sections will be assigned to the most appropriate room available based on the following criteria (in priority order):
  - a. Courses that meet 4-5 days per week
  - b. Courses that adhere to the standard meeting pattern
  - c. Room size will meet class enrollment
  - d. Room features, including computers, AV equipment, smart boards, etc.
  - e. Multiple sections of a course taught by the same instructor (back-to-back courses) will be scheduled in the same room or in rooms in close proximity whenever possible
  - f. Room configuration
  - g. Need for classroom prep time (setup/take down of equipment, etc.)
  - h. Geographic location of classroom in relation to instructor office
4. **Large Lecture:** Large lecture rooms will be assigned to the most appropriate course based on the following criteria (in priority order):
  - a. Courses that meet 4-5 days per week
  - b. Courses that adhere to the standard meeting pattern

- c. Class enrollment
    - i. When demand exceeds large lecture room availability, and where actual enrollment for a specific section is less than the anticipated enrollment, the Office of Records and Registration reserves the right to move the section to a more appropriate room, regardless of the room location.
    - ii. When two or more departments request the same day/time schedule for a large lecture room, the class with greatest enrollment is given first priority.
  - d. Multiple sections of a course taught by the same instructor (back-to-back)
  - e. Need for classroom prep time (setup/take down of equipment, etc.)
  - f. Geographic location of classroom in relation to instructor office
- 5. Computer Classrooms:**
- a. Classes that use computers in their instruction of material will receive highest priority for computer classroom assignments.
  - b. Computer classrooms are thereafter assigned with the same priorities as large lecture rooms.
  - c. Requests for a computer classroom should be submitted through the online form at least two days in advance, and are forwarded to Records and Registration for review.
- 6. Non-Academic Request:** All non-academic requests to use academic classroom spaces will be scheduled through University Reservations.
- 7. Mass Final Exam Scheduling:** Final exams incorporating multiple sections of a course (mass exams) are to be scheduled through Records and Registration.

*Effective Beginning with Scheduling for Fall 2014*

*Approved by ad hoc Campus Classroom Scheduling Committee - 3/15/13*