



## **POLICY & PROCEDURE DOCUMENT**

NUMBER: 1.6011

DIVISION: Academic Affairs

TITLE: Class Meeting Times

DATE: March 5, 2018

REVISED: April 4, 2018

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### **I. Purpose and Scope**

Structured and efficient class scheduling supports students' ability to complete their degree(s) in a timely manner; the highest priority in developing class schedules should be to facilitate the learning process. Such scheduling also allows the university to better optimize utilization of its physical teaching resources and ensure compliance with policies and procedures related to administration of final examinations, engagement requirements for hour of credit, and the like. This policy codifies expectations for the scheduling courses within standard class meeting times as a means of contributing to these institutional priorities.

### **II. Policy**

The university has established standard class meeting times for classes held on the main campus. These are regularly published in the Registration Guide and are available online. Alternative but standard class meeting times are established for classes taught at regional campuses.

1. Class sections of face-to-face, lecture-based courses (i.e., courses with Master Scheduling Types of L, C, K, or S – see Appendix A) shall be scheduled within standard class meeting times of the relevant campus at which the class is being delivered. Independent learning-type courses (Scheduling Types I, N, O, P, R, T, or X-XL) that utilize classroom space for regular or occasional face-to-face meetings are also included.
2. Classes need not utilize the entire class meeting time – subject to compliance with WKU Policy 1.403v – but should not span multiple class meeting times. For example, a two-credit course meeting in a Tuesday/Thursday class meeting slot might meet for only 55 minutes per day rather than the 80 minutes allotted for a three-hour course; similarly,

such a course meeting in a Monday/Wednesday/Friday slot might only meet two days per week.

3. Lecture-based courses of more than three credit hours shall be scheduled to meet additional days per week or class sessions per day such that all class periods fall within standard class meeting times for the days on which they are scheduled. For example, a four-credit lecture course might be scheduled to meet four days per week – MW and TR – for 55 minutes per day, with the TR meetings falling within a standard 80-minute class period. Alternatively, a four-credit lecture course offered on a MWF or TR schedule might include an additional or extended class meeting on one of those days, scheduled such that the extra session on that day also falls within one of the standard class meeting times.
4. Laboratories, clinicals, studios, activity, and other applied learning courses (Scheduling types A, B, D, E, or H) typically have extended engagement minutes per hour of credit and thus require extended class meeting times. Class sections of such courses shall conform to either a standard start or end time, so as to minimize the number of standard class meeting times encompassed by the class.
5. Class sections taught on days or during periods without established standard class meeting times (e.g., Saturday classes) shall be scheduled in a manner that supports effective delivery of the course content and ensures compliance with relevant policies and procedures (including those noted above under Purpose and Scope).
6. Any exception to this policy relevant to II.1., II.3., or II.4. should be justified with respect to the needs of students or unavoidable constraints on the availability of physical teaching resources, and must be approved by the Dean and Provost (or Provost's designee) prior to scheduling of the class.
7. Scheduling of cohort-based programs, wherein all students are enrolled in only program courses, scheduled in dedicated space (such that there is no impact on room availability for non-program courses) are excepted from this policy, and are not required to file a request for exception.

### **III. Procedure**

The following procedures apply to requests for exceptions to II.1., II.3., or II.4. above.

1. A request for exception to this policy must be submitted at or before the time the department completes its initial round of scheduling in Banner for the term in question. For classes added after the pre-registration period begins, the request for exception process should be completed and the exception approval on file prior to entering the class section into Banner.
2. The request should be routed electronically to the Scheduling Applications Coordinator in the Office of Academic Affairs, who will add comments prior to forwarding to the appropriate Dean's office. The Scheduling Application Coordinator's comments are intended to provide institutional context regarding potential space or class conflicts that may not be immediately apparent to the requesting department or the Dean's office.

3. The Dean (or his/her designee) will review the request and comments provided by the Scheduling Applications Coordinator. The Dean/designee may recommend approval of the request with or without conditions/modifications, or may elect to not recommend approval of the request. The Dean/designee's recommendation is forwarded electronically to the Provost Office. The Provost (or his/her designee) will review the request and render a decision. This decision is final.
4. For requests granted multi-term exceptions, the department will be notified by the Office of Academic Affairs prior to or during the last term the exception is in effect.
5. Class sections covered under II.1., II.3., or II.5. but without approved and active exceptions will be removed from Banner prior to room scheduling, to allow any errors of omission to be corrected before the schedule is finalized. Such removal will be communicated to the offering department by the Scheduling Applications Coordinator.

#### **IV. Related Policies**

1.140v Administration of Final Examinations

1.403v Engagement Requirements for Hour of Credit

#### **V. Reason for Revision**

April 2018

Non-substantive changes to Section III to align the procedures with the policy changes in Section II. 6. recommended and approved at the February University Senate meeting.

## Appendix A (Master Course Scheduling Types)

A – Applied Learning  
B – Lab  
C – Lecture/Lab  
D – Applied Technique  
E – Ensemble Performance  
H – Clinical  
I – Independent Study  
K – Workshop  
L – Lecture  
M – Maintaining Matriculation  
N – Internship  
O – Cooperative Education  
P – Practicum  
R – Research  
S – Seminar  
T – Student Teaching  
X-XL – Continuing Education

## Appendix B (Sample Standard Class meeting Times Exception Request Form)

Department:	
Term and Year (e.g., Fall 2016):	
Course and Section (e.g., WKU 100-001):	
Master Course Scheduling Type:	
CRN (if available):	
Proposed class meeting days and times:	

<p>A. What is the period of time for which this exception is requested? Multi-term exceptions apply to like terms only (e.g. Fall-to-Fall), and cannot be requested for a period longer than three academic years.</p>
<p>B. What is the basis for the requested exception? Justification <u>must</u> be based on either (1) the needs of students or (2) availability of physical teaching resources (classroom space, technology, etc.).</p>
<p>C. What steps has the department taken to attempt to address the issues identified in B. prior to requesting the exception?</p>

Scheduling Applications Coordinator Comments:

Dean's Office Comments and Recommendation:

- Approved
- Not Approved

X

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Provost/Designee

Conditions/modifications for approval: