These guidelines are meant to help department and program chairs create class schedules that will most effectively meet student needs.

1. To maximize utilization of the entire class day, classroom space and the academic choices for our students, departmental offerings should be distributed throughout the day.
   a. Departmental schedules that are not balanced across the entire class day will be sent back to the department chair by the Registrar. As a general guide, try to have at least **25% of the department classes scheduled in the first and last periods of the day combined.**
   b. Single section offerings should not be offered in the last class slot of a day if possible.
   c. No classes should be scheduled during the 4:30-6:30 p.m. time slot; evening classes begin no earlier than 6:30 p.m., however some labs and studio sections may end within this period.

2. Please avoid scheduling class periods back to back for the same class. For example, please don’t schedule DEPT100-01A and DEPT100-02A at CSB in two concurrent time periods (i.e. 2B from 9:30-10:25 am and 3B from 10:40-11:35 am). This creates difficulty for a student taking a class at SJU during 9B (9:55-11:15 am) whose one class now interferes with both sections of DEPT100. If one section were offered at a different time, the student may have more success enrolling in the course. **Departmental schedules with back to back courses in violation of this policy will be returned to the department chair for correction.**

3. Courses are scheduled for specific times to assist students in fulfilling their course requirements with an eye to providing access to many options as possible within the curriculum. Faculty may not independently alter the schedule. This would adversely affect other faculty and their courses. Faculty are not free to make individual arrangements with their classes to schedule a regular meeting time different from that which was published by the registrar. Any deviation from the normal schedule must be approved by the Academic Dean. If the faculty member wishes to have an alternative time, then the department chair should make the request through #6 below.

4. Faculty members will be available for student advising and for faculty meetings throughout the workday, even during days on which the individual has no classes scheduled. Students, department chairs, faculty governance committees, and academic administrators can legitimately expect that faculty members will be available at times other than the periods immediately before and after their classes.

5. Faculty teaching and work schedules must fit the needs of our students, academic programs, and the institutions and not the other way around.
   a. Chairs may schedule all a faculty member’s classes on a few particular days (such as MWF or TR) only when such a schedule does not prevent the department from offering courses at the most appropriate times for students and pedagogy and does not put an unfair burden on other department members.
   b. Within each department, responsibility for teaching classes in the first and last periods of the day should be shared fairly among faculty members, without regard to seniority. (All full-time faculty members may be expected to teach at these times periodically and may be expected to be on campus after 4 pm as the need arises.)
   c. In scheduling classes, chairs may seek to accommodate an individual’s personal situation only when this does not put undue burden on students or other department members.

6. It is expected that courses will meet during regularly scheduled meeting times unless there are pedagogical reasons to vary.
   a. If a department wants to teach a course outside the regular schedule during the day, then the department chair will need to provide a pedagogical rationale to the academic dean for the exception.
   b. Approval is based on rationale, available classroom space, and least disruption to student schedules.
   c. Proposals to use a double period should consider using the first two and last two meeting times.
   d. Labs and studio course sections that are normally scheduled outside the normal schedule will continue to use...
those schedules without needing approval.

e. Departments needing to offer courses on MW, WF, or MF will also submit a request explaining the reason (which could be pedagogical in the case of MF or for scheduling issues, such as too many courses on the TTH schedule). Courses offered on MW, WF, MF would normally expand the first period (1B or 1J), thus taking the passing time and five minutes into the second periods (2B or 2J), or using the later periods, 6B (2:10 at CSB into the next period, 7B) or at SJU using 7J and adding 20 minutes taking the period five minutes into the common time (which would be an acceptable exception to the rule).

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