

## ATTACHMENT 1

### TO ACCOMPANY RESOLUTION TO MODIFY FACULTY HANDBOOK CONCERNING THE WEEKLY CLASS MEETING SCHEDULE

Existing Policy in the Faculty Handbook (strikethrough text to be deleted; underlined text to be added)

Section 3: Conduct of Academic Programs

#### 3.1 Instructional Program Policies

##### 3.1.6 Course Scheduling, Cancellation and Assignments

The University's Academic Calendar in fall and spring semesters will contain a minimum of 68 instructional days followed by a final examination period of 6 days.

#### Weekly Timetable

The University's weekly class schedule consists of the following standard meeting patterns:

	Monday/Wednesday/Friday	Tuesday/Thursday
Period 1	08:00 a.m. - 08:50 a.m.	08:00 a.m. - 09:15 a.m.
Period 2	09:05 a.m. - 09:55 a.m.	* 09:30 a.m. - 10:45 a.m.
Period 3	* 10:10 a.m. - 11:00 a.m.	* 11:00 a.m. - 12:15 p.m.
Period 4	* 11:15 a.m. - 12:05 p.m.	* 12:30 p.m. - 01:45 p.m.
Period 5	* 12:20 p.m. - 01:10 p.m.	* 02:00 p.m. - 03:15 p.m.
Period 6	* 01:25 p.m. - 02:15 p.m.	03:30 p.m. - 04:45 p.m.
Period 7	02:30 p.m. - 03:20 p.m.	
Period 8	03:35 p.m. - 04:25 p.m.	
Period 9	04:40 p.m. - 05:30 p.m.	

	<u>Alternate 75 min. Meeting Pattern M/W, W/F, M/F</u>
<u>Period 1 &amp; 2</u>	<u>08:40 a.m. – 09:55 a.m.</u>
<u>Period 8 &amp; 9</u>	<u>03:35 p.m. – 04:50 p.m.</u>

\* Peak Times

Departments are encouraged to follow this weekly schedule as much as possible to insure efficient use of classroom space. Classes scheduled within these parameters will be assigned to classroom space before those that are scheduled 'off sequence.'

**Course Scheduling Guidelines are as Follows:**

Due to the limited availability of classrooms at certain times, the following guidelines apply:

Meeting patterns:

- Monday/Wednesday/Friday – for 50 minutes classes that meet three times per week
  - Monday/Wednesday or Wednesday/Friday or Monday/Friday, 08:40-09:55 a.m. or 03:35 – 04:50 p.m. – for 75 minute classes that meet two times per week
  - Tuesday/Thursday – for 75 minutes classes that meet two times per week
1. ~~1.~~ Of those courses taught between 8:00 a.m. and 5:00 p.m. at least 60 percent of each department's courses should be taught on Monday/Wednesday/Friday. No more than 40 percent should be offered on Tuesday/Thursday. Courses offered after 5:00 p.m. need not follow in the 60/40 mix.
  2. No more than 55 percent of courses can be scheduled in peak time.
  3. The absolute minimum enrollment for undergraduate courses is ten students and for graduate courses (500 level and above), six students. Courses without minimum enrollment should be canceled prior to the start of classes.
  4. Dual listing will generally be permitted only between 400 and 600 level courses. The two course numbers should be symmetrical (e.g. QU407-QU607). The UDSIS course search will clearly inform students that courses are dual listed.
  5. ~~Spring 2008 Fall 2013~~ forward, all classes ~~must~~ should begin at the starting times listed above. Sections not meeting on the standard meeting times will not be included in the first pass when scheduling classrooms with the classroom scheduling software program.
  6. Graduate level courses meeting one day a week must be balanced with another course meeting at the same time period on the approved meeting day. Example – A Monday section meeting from 9:05 a.m. -12:05 p.m. must be balanced with a Wednesday and a Friday section meeting from 9:05 a.m. to 12:05 p.m. There should be a reasonable spread of graduate- level courses scheduled throughout the week.
  7. Discussions or labs using general purpose classrooms cannot schedule three Monday discussions or labs until a Wednesday and a Friday discussion or lab is scheduled. Example – A discussion

section offered on Wednesday at 10:10 a.m. must be balanced with a discussion section meeting on Monday and Friday at 10:10 a.m.

8. Courses being offered for the first time should be scheduled during off-peak times. If the Scheduling Office is having difficulty finding classrooms during the peak times for other courses, courses offered for the first time will be moved to off-peak times.
9. Selecting times that depart from standard times limits the ability to successfully schedule courses in classrooms and restricts students' flexibility. Scheduling a course at a non-standard time requires the approval of the chair ~~and college dean~~. Such exceptions will be approved only on the grounds of the educational benefit served, subject to the availability of space and not on the basis of convenience.

Special room requests: Please refer to the following website:

<http://www.udel.edu/registrar/forms/specev.html>

Technology request form: Please refer to the following website:

<http://www.udel.edu/registrar/sched/equipfrm.html>