GUIDELINES FOR SCHEDULING

Scheduling for the next academic year (including J-term) should be completed in January.

When preparing a schedule, chairs of departments need to determine the number of courses and sections required by majors, minors, core curriculum, and allied requirements used by other departments. The chair also needs to be aware of filling loads of full-time faculty members in the department. The number of sections offered should also be influenced by the department’s average class size. The current goal is to try to manage this to at least 21 students for undergraduate sections and 18 students for graduate sections. Finally, the chair should ensure sufficient budget exists to pay for staffing all the courses being offered.

Administrative Assistants in the various academic areas are responsible for the data entry involved in class scheduling after the previous year’s schedules for fall, J-term, and spring are “rolled over” to the New Year.

Administrative Assistants are also responsible for data entry documenting faculty load, including teaching, release time, etc. Department chairs are responsible for providing the necessary data to their administrative assistants and for verifying the accuracy of the data on our information systems.

Class Size for Writing Across the Curriculum Courses

Department chairs must authorize a course to be listed as fulfilling a Writing Across the Curriculum requirement. Maximum class sizes will then be set in accord with the type of WAC course being offered:

- Writing Intensive: 20 students
- Writing to Learn: 25 students
- Writing in the Discipline: 20 students

J-term

Departments are encouraged to offer more courses at all levels, but especially at the lower division level. Teaching J-term can be counted toward the six courses per year.

Summer Sessions

Sections offered in the summer terms are expected to meet the same class size goals as during the regular academic year. Chairs should try to balance student needs against possible adverse impacts on class sizes from offering “too many” sections over the course of a year.
UNDERGRADUATE CLASS DAY SCHEDULE

daytime

8:15 - 9:20  MWF
9:35 - 10:40 MWF
10:55 - 12:00 MWF
12:15 - 1:20 MWF
1:35 - 2:40 MWF
1:35 - 3:10 MW
3:25 - 5:00 MW
8:00 - 9:40 TR
9:55 - 11:35 TR
11:35 - 13:30 TR no classes scheduled
1:30 - 3:10 TR
3:25 - 5:00 TR

evening

5:30 - 7:15  MW or TR
6:00 - 9:00 M or T or W or R
7:30 - 9:15  MW or TR

Graduate Class day Schedule
Please See Individual Programs.

Dropping a Section of a Course

Once advance registration has closed (mid-December, mid-May, after freshman orientation in July), chairs should review the tally of course enrollment for the coming term. Unless a course is required for a major sequence, or special prior arrangements have been made with the dean, a section with fewer than ten registrants is to be dropped. (A two-credit course may continue with a minimum of six students.)

In summer sessions, the current minimum required is also ten students. If agreeable to members of the department, a small number of students may be accommodated through registration for Individual Study. (Courses offered through Individual Study do not count toward regular course load of the faculty member.)

As much as possible, these courses should be cancelled not less than two weeks prior to the start of a term, so as to allow students ample time to make schedule changes.

Chairs should take the responsibility to notify students registered in the canceled class, and to present enrollment options. Chairs must also ensure that HR is notified in the case that an adjunct faculty's course is cancelled.
SUMMER SESSIONS
Currently, summer sessions come in four sizes:
- two sessions of six weeks each;
- an extended session beginning with the first summer session and running eight weeks;
- a double session of twelve weeks coinciding with the two shorter sessions.
Summer sessions are coordinated by the Director of Undergraduate Academic Affairs, and all questions regarding these sessions should be directed to the director, Michael Jordan (2-5612).
Scheduling of summer sessions occurs in October, so that students registering for J-term and spring semester (in November) will know what is to be offered during the following summer. Department administrative assistants have open write access to the appropriate Banner screens.

Summer session offerings
1) should be consistent with departmental goals;
2) should be offered at times to attract the maximum number of students;
3) should not be offered in such numbers as to be detrimental to enrollments in the regular semesters.
Requests for Undergraduate Summer Sessions Teaching Contracts should be submitted to the dean of the school or college in which the course is to be offered by April 5. Contracts will be offered to the instructor on or about May 1. Courses taught in summer sessions may not usually be counted toward the six-course faculty workload. No instructor may teach more than eight credits during either first or second summer session.
   The salary scale for faculty teaching in summer sessions is as follows:
      regular full-time faculty follow the overload scale for the given year;
      adjunct faculty follow the adjunct scale for the given year.

Minimum Enrollment Policy for Summer Sessions
All summer undergraduate courses will be taught with a minimum of ten enrolled students for which faculty will receive full teaching stipends.