UC SANTA BARBARA POLICY AND PROCEDURE

Scheduling Courses within the Academic Curriculum
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SCHEDULING COURSES WITHIN THE ACADEMIC CURRICULUM

I. INTRODUCTION

The following policy was developed to benefit students by reducing the number of overlapping courses that are concentrated in the middle of the day, by offering courses more uniformly distributed throughout the day and throughout the week. Successful implementation will also optimize the use of our university classroom facilities and result in more transparent scheduling practices.

II. SCOPE

This policy governs the scheduling of all general assignment and departmentally controlled rooms for primary and secondary courses within the academic curriculum.

III. POLICY

A. Course start times and course lengths for primary and secondary courses scheduled in general assignment and departmentally controlled rooms must comport with the standard start times and the standard course lengths in Table 1 in the Appendix, below.

B. Standard 50-minute courses that meet three times per week *must* be scheduled on Monday, Wednesday, and Friday (MWF).

C. Standard 75-minute courses that meet twice per week *may* be scheduled on the following day combinations: Tuesday/Thursday (TR), or Monday/Wednesday (MW), or Wednesday/Friday (WF), or Monday/Friday (MF).

D. Scheduling courses in assembly rooms may be subject to additional restrictions because of the limited number of assembly rooms.

E. Exceptions to standard course start times and lengths, and course day scheduling combinations may be requested under exceptional circumstances; and will be addressed in an equitable manner by the applicable chairperson, dean, and the registrar. Records of these decisions shall be retained and reviewed periodically.

F. Academic departments are *encouraged* to limit the number of their undergraduate primary courses offered during prime-time (whether offered in general assignment or departmentally controlled rooms) to 60% of the 50, 75, and 110 minute undergraduate primary courses offered by that department. Primary courses are defined as those courses that appear separately on a student's transcript. Secondary courses are not subject to the 60% scheduling practice. Secondary courses are those labs and discussion sections that a student is required to attend as part of a primary course, but which don't appear separately on the transcript. Concurrent undergraduate/graduate courses are considered 'undergraduate' for this provision. Prime-time is defined as 10:00 a.m.-1:50 p.m. If any portion of a course is held between the hours of 10:00 a.m. and 1:50 p.m., it is considered to be meeting during prime-time.

IV. RESPONSIBILITIES

A. Departments are responsible for submitting scheduling requests that are in accord with this policy to the Office of the Registrar.

B. The registrar, in consultation with the applicable chairperson and dean of the relevant college is responsible for appraising requests for exceptions to standard course start times and lengths and course day scheduling combinations.

V. RELATED POLICIES AND RESOURCES

Office of the Registrar Web Site

VI. APPENDIX

TABLE 1 STANDARD COURSE LENGTHS AND START TIMES

	Standard Course Lengths			
	50 Minutes	75 Minutes	110 Minutes	140/170 Minutes
Standard Start Times	8:00am	8:00am	8:00am	8:00am *
	9:00am	9:30am #	9:00am #	9:00am *
	10:00am #	11:00am #	10:00am #	10:00am *
	11:00am #	12:30pm #	11:00am #	11:00am *
	12:00pm #	2:00pm	12:00pm #	12:00pm *
	1:00pm #	3:30pm	1:00pm#	1:00pm *
	2:00pm	5:00pm	2:00pm	2:00pm +
	3:00pm	6:30pm	3:00pm	3:00pm
	4:00pm		4:00pm	4:00pm
	5:00pm		5:00pm	5:00pm
	6:00pm		6:00pm	6:00pm
	7:00pm		7:00pm	7:00pm

* May be scheduled only in departmentally controlled classrooms.
+ Will be accommodated in general assignment classrooms as possible.
# Prime-time is defined as 10:00 a.m.-1:50 p.m. If any portion of a course is held between the hours of 10:00 a.m. and 1:50 p.m., it is considered to be meeting during prime-time.