

UC Santa Barbara  
Policies

Policy 5539

Issuing Unit: Administrative Services

Date: February 1, 1985

## ACADEMIC SCHEDULING OF CLASSES AND CLASSROOMS

### I. REFERENCES

None.

### II. POLICY:

To assure the best use of classroom resources and to eliminate conflicts which affect classroom use and/or student schedules, classrooms for scheduled instruction and examinations are to be scheduled by the Registrar in consultation with department chairpersons.

For scheduling of classrooms which comply with the guidelines below, room priority will be as follows: (1) courses which satisfy requirements for degrees, (2) required courses in enrollment impacted areas, (3) service courses which are prerequisites for other courses, and (4) all other classes. (For guidelines on use of classrooms for other than regularly scheduled instruction and examinations, refer to UCSB Policy 5548, Facility Scheduling During Regular Academic Year and Break Periods, or Policy 5551, Facility Scheduling During the Summer Months.)

#### A. General Guidelines:

1. Rooms shall be assigned so as to best match room capacity with course enrollment.
2. Initial assignments will be made on the basis of anticipated enrollment being equal to or greater than 80 percent of room capacity.
3. Normally, basic 3-4 unit courses must be scheduled for three 50-minute periods per week (as M-W-F or T-TH-S), or two 75-minute periods per week (as T-TH). In general, the 75-minute classes should be restricted to T-Th. Three-hour seminars will be scheduled after multi-day courses are scheduled and one-hour discussions will be scheduled last.
4. The 50-minute periods for three days per week must start on the hour; a schedule for the start of 75-minute period for two days per week is indicated in Attachment A.
5. Courses which do not follow the pattern in 2, 3, and 4, above, should be scheduled in clusters. (For example, if the Department has three courses, each of which meets for three lecture hours plus one discussion hour, the discussion periods should be scheduled at the same hour (time) on different days.)
6. Generally, prime time for class scheduling is from 8 a.m. until 6 p.m. (i.e., last class to end at 6 p.m.). The

periods between 9 a.m. and 3:15 p.m. are reserved for 50 minute or 75-minute type classes; classes which exceed 50 of 75 minutes shall be scheduled at 8 a.m. or after 3:15 p.m. Once all other courses are scheduled within the prime time period, variations to this may be scheduled.

7. Evening classes will be clustered with regard to site and time in order to recognize security and energy considerations.
8. Specialized facility needs shall be considered after the matching of rooms to enrollment. Specialized uses which underutilized space will be scheduled at less popular hours, or after other needs have been met.
9. Courses will be scheduled as close to the teaching department as possible, but proximity cannot take precedence over other considerations.

B. Resolutions of Problems:

The Registrar and department chairpersons are the primary persons responsible for resolution of conflicts. If conflicts cannot be resolved by them, the affected Dean/Provost will be consulted to make a determination.

C. Changes:

Classes and examinations are to be held at the times and places officially scheduled by the department chairperson and the Office of the Registrar.

1. Permanent changes in class scheduling must be officially approved. Approval shall be at the discretion of the department chairperson and the Office of the Registrar. All approved changes shall be made a matter of public record.

Instructors wishing to change class times and/or places must make application to their department chairperson. If approved, the chairperson will forward the change request to the Office of the Registrar for action. If, for any reason, the request cannot be accommodated, the registrar will set up a meeting with the instructor and the department chairperson to discuss alternatives. The procedure to be used is the same as above.

2. Student instruction has the campus' highest precedence and consequently each instructor and teaching assistant is responsible for keeping instructional appointments at the assigned times and places. If on some occasion there is a compelling reason why an instructor cannot meet his/her classes, e.g., illness or a conflicting professional commitment, the instructor shall arrange with the department chairperson to have a substitute instructor for the class or arrange for a make-up section. If circumstances arise making it necessary for the teacher to vary the time and/or place of a particular class meeting, the instructor

shall notify the department chairperson in addition to informing his/her students.

It is the responsibility of the department chairperson to be aware of class and examination changes and to deal with any which appear to be inappropriate or unjustifiable. The chairperson should consult with the appropriate Provost/Dean in case of doubt or need.

For questions or comments regarding the format of the above information, please contact [webcontact@ucsbuxa.ucsb.edu](mailto:webcontact@ucsbuxa.ucsb.edu).

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Last Modified By: HMW, 5/21/97

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