

OFFICE OF THE CHANCELLOR

University of New Orleans

Administrative Policy &
Procedure (AP) 25.1
Effective Date: 4/15/83

SUBJECT: Preparation of Instructional Schedules for Credit Courses

PURPOSE

To define the administrative authority, responsibilities and procedures for the preparation, publication and distribution of instructional schedules.

DEFINITIONS

Schedule of Instruction – The comprehensive schedule which lists all instruction offered for credit by the University during a semester or summer term.

Special Purpose Schedule – Any schedule of instruction which lists a limited category of classes for a special purpose.

On-campus classes - Classes scheduled on the Main Campus or East Campus of the University.

Off-campus classes –Classes scheduled at locations other than the Main Campus or East Campus of the University.

Metropolitan College Classes - All classes offered off-campus or at times other than during normal class days (8 a.m. – 8:45 p.m. M-F) on-campus.

GENERAL POLICY

The University is committed to providing for students the kind and quality of educational opportunities which are appropriate to its mission. In scheduling instruction to accomplish this goal it is necessary to consider academic program requirements, student needs and preferences, faculty interests, varying instructional modes, availability of resources, and cost effectiveness. However, student educational objectives will be the primary concern.

The Vice Chancellor for Academic Affairs will administer all instructional scheduling in conformance with this policy and the procedures defined herein.

AUTHORITY

The authority for the issuance of this AP is derived from Article VII, Section 4 of the Bylaws and Regulations of the Board of Supervisors of the LSU System.

SUPERSEDED

This AP supersedes SP-2.3 (Office of Academic Affairs, 3/10/80)

PROCEDURES

I. Preparing Instructional Schedules

A. General Guidelines

1. Courses should be systematically scheduled to allow for the orderly and timely completion of programs of study. In this regard, particular attention should be given to the special needs of both evening and off-campus students.

2. Class schedules should be coordinated among departments to reduce time conflicts which hinder the logical development of students' schedules. This is especially true for required courses and those which have limited numbers of sections.
3. Only fully approved courses may be scheduled.
4. No course may be scheduled outside of Jefferson, Orleans, Plaquemines, St. Bernard, or St. Tammany Parishes without the prior approval of the Board of Regents.
5. In academic programs where professional accreditation is available, only courses of accredited programs may be scheduled outside of Orleans Parish.
6. Only courses which can be offered with authorized faculty may be scheduled.
7. Classes should be scheduled within the time frames defined for class periods in Appendix B.
8. The Office of Academic Affairs will ensure that schedules are arranged to gain optimum benefit from air conditioning services.
9. The desirability of arranging class schedules to give faculty blocks of time for research is recognized, but the instructional needs of students and program requirements must be met first.
10. If, on occasion, laboratory or field expense fees are not to be assessed in courses which the catalog lists as having such charges, a memorandum indicating these exceptions should be sent through channels to the Vice Chancellor for administration at the time that proposed schedules are forwarded.

B. Schedules of Instruction

1. A Schedule of Instruction which includes all classes offered will be prepared each semester and summer term.
2. The Office of Academic Affairs will coordinate the development of these schedules.
3. The following procedures will be followed in developing proposed departmental class schedules.

a. On-Campus Classes

- 1) A department's proposed schedule of on-campus classes (excluding TBA, independent study, and similar classes) should be arranged so that class and laboratory contact hours are distributed as follows:

MWF	TTH
8-11:50 a.m. – 30%	8-12:00 p.m. – 20%
12-2:45 p.m. – 15%	1:30-8:45 p.m. – 20%
3-8:45 p.m. – 15%	

- MWF afternoon classes may be scheduled on a two-day schedule after 3:00 p.m. Classes which meet four (M-TH) or five (M-F) days a week should not be scheduled at 9, 12, 1, or 4. Classes offered by a department after 6:00 p.m. should be scheduled so that they are equally distributed between both 6-7:15 p.m. and 7:30-8:45 p.m. class periods and MW and TTH evenings. The overall distribution of a department's classes should conform to the pattern described below for multi-section courses. The number and percentage of a department's class hour distributions within the major AM and PM time frames are to be indicated by the department when proposed schedules are forwarded to the Office of Academic Affairs for approval. The form presented in Appendix C is to be used for this purpose.
- 2) The following guidelines will govern the number and distribution of class sections in multi-section courses.
 - a) Multiple sections of courses should be distributed uniformly. If a section is scheduled on MWF morning, for example, the next should be scheduled either for a PM period or on a

TTH morning. If another section is needed, it must be placed in one of the remaining morning or PM time slots, etc. A fifth section may start the cycle again, but as indicated, MWF PM Classes must alternate between classes before and after 3:00 p.m. Classes scheduled in the large auditorium-size rooms need not necessarily follow this pattern.

- b) Sections of courses should be scheduled for every period in the academic day from 8:00 a.m. to 4:50 p.m. Monday through Friday before an hour may be repeated. There may not be a second 9 MWF section of Geography 1001, for example, until all other daytime class periods have been utilized, and the cycle has begun again. Comparable arrangements should be made for other than three-hour courses, so that the spirit of this principle is followed.
 - c) In the format of the schedule, all daytime sections of a course should be listed in chronological sequence by days, beginning with MWF classes and followed in order by MW, WF, M, W, F, TTH, T, TH and M-F classes. Thus, all 8 MWF sections will be listed together, followed by 9 MWF sections, etc. Using the same pattern, evening sections should be grouped after the daytime class listings.
- 3) Proposed schedules are to be prepared on Instructional Schedule forms (Appendix A) in triplicate and forwarded through channels to the Office of Academic Affairs.
- a) All courses to be offered by a department during a semester except Metropolitan College courses (those offered off-campus, prior to 8 a.m. or during weekends), should be listed in the proposed schedule.
 - b) A separate schedule form should be used for each subject area.
 - c) All entries should be DOUBLE SPACED.
 - d) All courses should be designated by their four-digit numbers.
 - e) Whenever special topics courses are to be offered, a memorandum identifying the courses and section numbers and the full and abbreviated titles to be used should accompany the schedule requests. Abbreviated titles must not be longer than 20 spaces (blanks plus characters).
 - f) Section numbers should be assigned consecutively for each section of a course in accordance with the identification system described in Appendix E.
 - g) Class periods should conform to the class times defined in Appendix B. If a deviation from these prescribed periods is necessary, provide a brief justification in the lower margin of the schedule form referenced with an asterisk. Beginning and ending times should be listed for all classes other than those which are TBA (to be arranged). No classes should be scheduled from 12:30 to 1:30 p.m. TTH during regular semesters.
 - h) Independent reading and similar courses are to be included in the schedule as TBA (to be arranged) courses. Classes which normally have regular meeting hours are not to be scheduled as TBA.
 - i) Requests for rooms should be included when the schedule is prepared.
 - 1) A list of available general classrooms which indicates room seating capacities and special accommodations is included as Appendix D. Use of special instructional or research facilities not included on this list must be cleared with the office in charge of the facility
 - 2) The large auditorium-size rooms (100± seats) will be pre-scheduled by the Office of Academic Affairs in coordination with the departments which use them. This procedure is described in Appendix F.
 - j) Please use care and be realistic in estimating the number of students expected. With the critical space situation, the classroom size needed is often very important. A five-year

history of course enrollments for each semester will be published and distributed by the Office of Institutional Research and should be consulted in projecting class size.

Metropolitan College Classes

- 1) Metropolitan College will coordinate the scheduling of all off-campus and other special classes. Any exception must be approved by the Vice Chancellor for Academic Affairs.
- 2) Instructions and materials for proposing off-campus and other special classes will be prepared and distributed to departments and other academic units by Metropolitan College each semester at the same time that the Office of Academic Affairs initiates the preparation of the Schedule of Instruction.
- 3) Departmental Proposals for Metropolitan College Classes
 - a) The number of Metropolitan College Classes a department will tentatively be authorized to schedule during a semester will be determined by the Dean of Metropolitan College and furnished to the department along with other scheduling instructions and materials.
 - b) The selection of classes a department proposes to offers should be made by the chairman in close coordination with the Metropolitan College Program Committee of the department.
 - c) A Metropolitan College Class Proposal Form (Appendix G) must be completed by the department for each proposed off-campus or other special class. These forms are to be forwarded through the college of the department to Metropolitan College.
 - d) Metropolitan College classes should not be included in the class listings of the proposed schedule forms (Appendix A) which are forwarded to the Office of Academic Affairs. (These will be placed in the Schedule of Instruction later by the Office of Academic Affairs.)
- 4) Approval of Metropolitan College Classes
 - a) The Dean of Metropolitan College, subject to the approval of the Vice Chancellor for Academic Affairs, will determine which proposed Metropolitan College Classes of a department are to be scheduled. Academic, budgetary, and space considerations will be the principal determinants in making these decisions.
 - b) Any changes in the proposed classes will be coordinated by Metropolitan College with the departments involved.
- 5) Metropolitan College will prepare a special Schedule of Metropolitan College Classes (Appendix H) and forward this to the Office of Academic Affairs for approval and incorporation into the Schedule of Instruction. Copies of this schedule will also be forwarded by Metropolitan College to the deans and chairmen of departments which are offering Metropolitan College Classes.

C. Special Purpose Schedules

1. Authorization to prepare schedules for special purposes must be obtained from the Vice Chancellor for Academic Affairs.
2. Although various factors will affect the particular formats of such schedules, the guidelines included herein for the preparation of instructional schedules should be followed whenever possible.

II. Schedule Changes

A. Authority

1. Requests to change instructional schedules may be initiated by academic units or the Office of Academic Affairs.
2. Once proposed schedules have been forwarded to the Office of Academic Affairs any subsequent changes require the approval of that office.

B. Procedure

1. It is usually advisable to check the feasibility of making a schedule change with the office responsible for scheduling the facilities involved before initiating a formal request.
2. Requests for changes after proposed schedules have been forwarded to the Office of Academic Affairs are to be submitted as follows:
 - a. Schedule of Instruction
 - 1) Requests to change the Schedule of Instruction must be made on a Request for Changing the Schedule of Classes form (Appendix I) and forwarded through channels to the Office of Academic Affairs.
 - 2) Special procedures for schedule changes during registration are published with registration instructions.
 - b. Special Purpose Schedules
 - 1) The same administrative channels followed in preparing special purpose schedules will be followed in changing them.
 - 2) Requests to change special purpose schedules should be initiated on a Request for Changing the Schedule of Classes form (Appendix I).

C. Notification of Changes in a Published Schedule.

1. The Office of Academic Affairs will periodically prepare schedule addenda as needed to publicize current schedule changes.
2. Academic units may distribute notifications of schedule changes involving courses for which they are responsible, if these are deemed necessary.

III. Publication and Distribution of Instructional Schedules

A. Schedule of Instruction

1. The Dean of Academic Services will coordinate the publication and distribution of the Schedule of Instruction each semester.
2. The timetable for the preparation and publication of the Schedule of Instruction will be arranged to ensure that adequate supplies of these schedules are available each semester for use on the dates set by the Council of Academic Deans for pre-advising.

B. Special Purpose Schedules

1. The publication and distribution of any approved special purpose schedules will be the responsibility of the agencies concerned.

IV. Updating of Instructional Schedules

- A. On the initiative of the Office of Academic Affairs the Schedule of Instruction is updated each semester after the 4th week of classes.
- B. The procedures for this process will be defined by the Office of Academic Affairs at the time that the requests for such action are distributed.

Leon J. Richelle
Chancellor

APPENDIX A
AP 25.1

SCHEDULE OF INSTRUCTION

Semester & Year _____

SUBJECT _____ DEPARTMENT _____

Prepare in triplicate. Use a separate form for each subject area.

DOUBLE SPACE entries. Distribution: 1-Department, 1-College, 1-Academic Affairs

COURSE	SECTION	CR. HRS	HOURS AND DAYS	BUILDING AND ROOM DESIRED	EST. NO. STUDENTS	NO. OF CARDS	INSTRUCTORS FULL NAME

Dean of the College

Chairman of the Department

Date _____

Date _____

APPENDIX B

AP 25.1

CLASS PERIOD LISTINGS

Time listed indicate actual beginnings and endings of class periods

FALL AND SPRING SEMESTERS

A. One Hour or 50 Minute Periods

MWF, MW, WF, M-F	MWF, MW, WF, M, W, F, M-F
<u>Morning</u>	<u>Afternoon</u>
8-8:50	12-12:50 (except M-F)
9-9:50 (except M-F)	1-1:50 (except M-F)
10-10:50	2-2:50
11-11:50	3-3:50
	4-4:50 (except M-F)
	Evening
	5-5:50

B. One Half Hour or 75 Minute Periods

MW, WF	TTH
<u>Afternoon</u>	<u>Morning</u>
3-4:15	8-9:15
4:30-5:45	9:30-10:45
	11-12:15
MW, TTH	<u>Afternoon</u>
<u>Evening</u>	1:30-2:45
6-7:15	3-4:15
7:30-8:45	4:30-5:45

C. Two Hour or 100 Minute Periods, with 10 minutes of break included

MW, WF, M, W, F	TTH, T, TH
<u>Afternoon</u>	<u>Afternoon</u>
12-1:50	1:30-3:20
2-3:50	3-4:15

4-5:50

4-5:50

D. Three Hour or 150 Minute Periods, with 15 minutes of break included

T, TH

M, T, W, TH

Afternoon

Evening

1:30-4:15

6-8:45

3-5:45

SUMMER TERMS

A. Sixty Minute (1 hour) Periods

M-TH, M-F

8-9:00

9:10-10:10

10:20-11:20

11:30-12:30

12:40-1:40

1:50-3:50

3:00-4:00

4:10-5:10

B. One Hundred and Twenty Minute (2 hour) Periods, with 10 minutes of break included

MW, WF, TTH

Afternoon

12:40-2:50

3-5:10

C. One Hundred and Fifty Minute (3 hour) Periods, with 15 minutes of break included

MW, WF, TTH

MW, TTH

Afternoon

Evening

12:40-3:25

6-8:45

APPENDIX C
AP 25.1

**NUMBER AND PERCENTAGE OF CLASS HOURS
WITHIN AM – PM TIME PERIODS**

Department

AM-PM TIME PERIODS	NUMBER OF CLASS HOURS	PERCENTAGE OF CLASS HOURS
MWF AM (8-12)	_____	_____
MWF PM (12-9)	_____	_____
TTH AM (3-12:30)	_____	_____
TTH PM (1:30-9)	_____	_____

Department Chairman

Distribution of copies:

- 1 – Academic Affairs
- 1 – College
- 1 - Department

APPENDIX D

AP 25.1

GENERAL CLASSROOMS*

BICENTENNIAL EDUCATION CENTER BUSINESS BUILDING

(ED)

(BA)

ROOM	#OF	AHU#	ROOM	#OF SEATS	AHU#
102	36	1N	165 screen	450	7
103 screen	143	1N	179 screen	250	6
104	35	1N	211 screen	98	10
106 screen	56	1N	212	32	19
108 screen/T	43	1N	213 screen	60	10
115 tables	25	1N	214	40	19
202	36	2N	215 screen	35	10
203 screen	100	2N	217 screen	42	10
204	30	2N	219	42	10
205 screen	95	2N	221	28	10
206	60	2N	259	20	10
208 tables	32	2N	260 screen	32	20
210	28	2N	261 screen/T	32	10
214 tables	16	2N	262 screen/T	42	20
215 tables	16	2N	263 screen	35	10
216 screen	16	2N	264 screen/T	45	20
217 tables	16	2N	265 screen	42	10
220	29	2N	268 screen/T	45	20
222 screen/T	38	2N	315	42	13
224	50	2N	317 screen	42	13
226 screen	30	2N	319	42	13
228 screen	30	2N	359	35	13
			361	40	13
			362	49	23
			363 screen	42	13
			364	49	23
			366	42	23
			368	41	23
			370	42	23

APPENDIX D, Cont'd
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LIBERAL ARTS BUILDING
(LA)

<u>ROOM</u>	<u>#OF</u>	<u>AHU#</u>
104 screen	70	5
120 screen	70	5
140 screen	214	1
156 screen/d	70	4
172 screen/d	70	4
204	36	7
210	37	7
212	34	7
220 screen	63	7
226	56	7
234	70	3
238	30	7
244	30	6
256 screen/d	50	6
262	42	6
304	70	9
312	36	9
320 screen	52	9
326	54	9
338	35	9
344	35	8
356	50	8
362	50	8
370	37	8
372 screen	70	8
390 tables	20	8
396 tables	20	9

APPENDIX D, Cont'd
 AP 25.1

MATHEMATICS BUILDING (MTH)

ROOM	#OF SEATS	AHU#
100/101	50	1-Jan
102	200	3-Jan
105	50	1-Jan
107	50	1-Jan
110	50	1-Jan
112	50	1-Jan
118	50	1-Jan
121	50	1-Jan
122	50	1-Jan
123	50	1-Jan
200	50	1-Feb
209	50	1-Feb
212	50	1-Feb
214	50	1-Feb
218	50	1-Feb
219	50	1-Feb
226	40	1-Feb
229	30	1-Feb

SCIENCE BUILDING (S)

ROOM	#OF SEATS	AHU#
1001 screen	109	B
1003 screen	35	B
1053 screen	100	A
2049 screen	101	C
2052 screen	26	D
2068 screen	60	5
2072 screen	98	6
2120 screen	95	D

SCIENCE-ENGINEERING BUILDING (SE)

ROOM	#OF SEATS	AHU#
1000 screen	126	1
1010	22	1
2013 screen	60	5
2041	45	6
2064 screen	70	8

* Buildings listed below are not for general classroom

- Performing Arts Center
- Fine Arts Building (FA)
- Physical Education Center (PEC)
- Library (LIB)

APPENDIX E

AP 25.1

COURSE SECTIONING GUIDE

SECTION NUMBERS	TYPES OF SECTIONS
<u>ON-CAMPUS</u>	
1-194	On-Campus, <u>beginning before 5 p.m.</u>
401-494	On-Campus, <u>television courses.</u>
501-594	On-Campus, weekends and early morning (beginning Sections will be numbered consecutively from 401-494.*
601-694	On-Campus, evening (beginning at 5 p.m. or later) Sections will be numbered consecutively from 501-594.*
95-99	On-Campus, honors sections. Last two digits from 95-99 will designate Sections.
<u>OFF-CAMPUS</u>	
701-709	Off-Campus, Sections will be identified by a 7 in the Parish locations will be indicated by digits in the tens position. Sections will be numbered consecutively by parish from 1-9 in the ones position.
<u>Tens Position</u>	<u>Parish locations</u>
1	Orleans Parish (OP)
2	East Bank of Jefferson Parish (EBJP)
3	West Bank of Jefferson Parish (WBJP)
4	St. Bernard Parish (SBP)
5	Plaquemines Parish (PP)
6	St. Tammany Parish (STP)
<u>OUTSIDE OF LOUISIANA</u>	

<p>801-809</p> <p><u>Tens Position</u></p> <p>1</p>	<p>Outside of Louisiana</p> <p>Sections will be identified by an 8 in the hundreds</p> <p><u>State locations</u></p> <p>Mississippi</p>
<p>901-909</p> <p><u>Tens Position</u></p> <p>1</p> <p>2</p>	<p>OUTSIDE OF THE UNITED STATES</p> <p>Outside of the United States</p> <p>Sections will be identified by a 9 in the hundreds</p> <p><u>Specific</u></p> <p>Innsbruck</p> <p>Mexico</p>

*Except sections which indicate by section number the amount of