



THE UNIVERSITY of
NEW ORLEANS

**ADMINISTERED BY: Office of Vice
President for Academic Affairs**

Policy No: AP-AA-03.2
TITLE: Preparation of Instructional
Schedules for Credit Courses
EFFECTIVE DATE: July 15, 2015
CANCELLATION:
REVIEW DATE: Fall 2017

PURPOSE

To carry out the mission of The University of New Orleans, the classroom facilities are primarily for use by students, faculty and staff for activities and programs that are directly related to the basic educational functions of teaching, research, and preparation of scholarly material. Every effort is made to ensure classrooms are assigned fairly, used appropriately, and accommodate the University's academic and instructional needs.

These protocols are designed to ensure course offerings are scheduled in a manner which permit access to available offerings by the greatest number of students and allows the best match between the specific instructional needs of the faculty and courses being offered and the existing facilities.

Teaching facilities are a finite resource, and the goal of these policies is to maximize room and seat utilization as well as apply scheduling policies in a consistent and equitable manner. These objectives and classroom utilization expectations apply to all academic departments and classroom space.

Classroom scheduling is a dynamic process requiring reevaluation of class size, equipment specifications, and pedagogical changes each term. The assignment of a specific room at a specific time in a given term will not automatically guarantee a continuing assignment of that space, even if the room was used efficiently. Faculty members should not expect to use the same space on a continuing basis.

AUTHORITY

Part Two, Chapter I, Section VII and Chapter III, Section IV of the Bylaws and Rules of the University of Louisiana System.

RESPONSIBILITIES

The Office of the University Registrar has the responsibility for the scheduling and utilization of classrooms in the general classroom pool.

Each dean will identify a person in the Dean's Office who will serve as the instructional space coordinator – this person may be the Dean. Department Chairs will include space requests with

term schedules that are submitted through the Dean’s Office to the Registrar. Incidental requests for space – e.g., use of a classroom for a guest speaker – may be made by the Department Chair directly to the Registrar, copied to the college space coordinator.

Academic departments are responsible for determining course offerings and input of *Schedule of Courses* information in a timely way, no later than the specified deadlines.

PROCEDURE

Course Meeting Times

Each College, School, and Department must distribute course offerings over all five days of the week and over the full class day as indicated by the time zones described below. Standard class meeting times are divided into four zones. Each zone listed below includes time slots to accommodate the Full Term, Session A, and Session B. For standard classes, time zones stand alone and cannot be combined or crossed. Percentages are targets based on the total number of credit sections scheduled to start in each respective time zone. While the fourth time zone is optional, it is still part of the teaching day and should be utilized when possible. Courses requiring the use of department-controlled space (mainly laboratory space) should strive to adhere to time zone scheduling to the extent possible.

Full Term Fall or Spring Semester

		MWF	MW	TTH	One Night/Week
Zone 1	20%	8:00 AM - 8:50 AM		8:00 AM - 9:15AM	Zone 4 (optional)
		9:00 AM - 9:50 AM		9:30 AM - 10:45 AM	4:00 PM - 6:45 PM
Zone 2	40%	10:00 AM - 10:50 AM			4:30 PM - 7:15 PM
		11:00 AM - 11:50 AM		11:00AM - 12:15 PM	5:00 PM - 7:45 PM
		12:00 PM - 12:50 PM		12:30 PM - 1:45 PM	6:00 PM - 8:45 PM
Zone 3	40%	1:00 PM - 1:50 PM			7:00 PM – 9:45 PM
		2:00 PM - 2:50 PM		2:00 PM - 3:15 PM	
		3:00 PM - 3:50 PM	3:30 PM - 4:45 PM	3:30 PM - 4:45 PM	Saturday
Zone 4	optional		6:00 PM - 7:15 PM	6:00 PM - 7:15 PM	9:00 AM - 11:45 AM
			7:30 PM - 8:45 PM	7:30 PM - 8:45 PM	12:00 PM - 2:45 PM

Session A and Session B Fall or Spring Semester

		MWF	MW	TTH	MW or TTH
Zone 1	20%	8:00 AM - 9:50 AM		8:00 AM - 10:45AM	Zone 4 (optional)
Zone 2	40%	10:00 AM - 11:50 AM		11:00 AM - 1:45 PM	4:00 PM - 6:45 PM
		12:00 PM - 1:50 PM			4:30 PM - 7:15 PM
Zone 3	40%	2:00 PM - 3:50 PM		2:00 PM - 4:45 PM	5:00 PM - 7:45 PM
Zone 4	optional		6:00 PM - 8:45 PM	6:00 PM - 8:45 PM	6:00 PM - 8:45 PM
					7:00 PM – 9:45 PM

Course meeting times may not cross time zones.

Summer Full Term and Summer Session A and Summer Session B are compressed (meaning longer class meeting times and fewer meeting days). They will be scheduled accordingly.

To the extent possible, discussions or labs meeting M, T, or W should be scheduled outside the Zone 2 time range.

The limited availability of specialized laboratories (such as in the sciences and the arts) and computer station classrooms may necessitate the scheduling of certain laboratories and discussions within Zone 2. Use of specialized teaching facilities should be maximized while following the time zone principles as much as possible.

Non-credit sections are scheduled after all credit classes are assigned a room.

Room Assignment Policies

Credit-bearing classes will take precedence over all non-class related seminars or events. Non-credit events, study groups, breakout sessions, etc. will be scheduled after all credit classes have been assigned a room.

When scheduling classrooms, every effort will be made by the Office of the University Registrar to provide the accommodations requested by departments through their colleges, keeping in mind the instructional space of the University as a whole.

Initial scheduling priority will be given to those classes requiring specific equipment and/or seating configurations. Toward this end, the University Registrar will provide to departments and colleges past classroom utilization reports, including seating and technology configurations, which department chairs can use as a basis for their requests. Departments and colleges must notify the University Registrar of special needs at roomrequest@uno.edu prior to classroom assignment.

Laboratories and departmental or joint-controlled classrooms should be assigned and submitted at the time *Schedule of Courses* information is entered.

Enrollment history for a particular course will be used by the Office of the University Registrar to determine classroom size, so enrollment limits should be carefully reviewed when requesting classrooms. The Registrar reserves the right to request from chairs and deans a justification for use of a classroom for which the enrollment history is clearly disproportionate to the size of the requested room.

Resolution of Conflicts

Students will not be allowed to enroll in courses that overlap or do not have enough time to move between classes or ensure attendance.

Class size and equipment requirements will be determining factors in disputes involving credit-granting academic classes.

Highest priority is given to departments which do not control their own seminar rooms. Departments with dedicated seminar rooms are required to maximize the use of these rooms for smaller classes and meetings, rather than requesting room assignments from the general pool.

The Office of the University Registrar will make every attempt to mediate room conflicts and develop a solution. However, in the event that conflicts cannot be resolved at this level, the Deans, Registrar and/or the Provost's Office may become involved.

Faculty and instructors are responsible for sharing the ten-minute 'pass time' between classes. Every effort should be made to vacate the classroom in a timely way, allowing the following instructor to set-up and prepare, as well as allow the finishing instructor to make final remarks and gather materials. There is no 'ownership' of this time. Students should be encouraged to meet with the instructor during office hours rather than during the 'pass time.' Should conflicts develop, instructors should first attempt to resolve the concerns between themselves. If the result is unsatisfactory, conflicts must be mediated by department chairs.

Special Purpose Classrooms

A special purpose classroom contains features unique to a course or department. The room is jointly scheduled by an academic department and the Office of the University Registrar. Specifically, the academic department has priority in assigning courses into these classrooms during the *Schedule of Courses* input period. After this period, the Office of the University Registrar will be responsible for the scheduling any additional uses of special purpose classrooms.

The department is expected to fully use the seating capacity of special purpose classrooms and conference rooms, and adhere to the time zones established within these procedures.

Once rooms are assigned, classes that require the features of the special purpose classrooms will not be relocated.

Special purpose classrooms will not be made available for general use or student events. In turn, academic departments must schedule any use of the room beyond classes with the Office of the University Registrar, who will determine availability.

Classroom Accessibility

Classroom assignments may be changed when the room is determined to be inaccessible for a student or an instructor. Instructors should notify the Office of the University Registrar as soon as they identify any barriers to their own or a student's access to or within a classroom. The Office of the University Registrar will make every effort to relocate the class to an accessible room. The Office of the University Registrar works closely with the Office of Student Disabilities to ensure classrooms and classroom locations are fully accessible for disabled students and instructors.

Changes in Classroom Assignments

Instructors/departments may not move their class from an assigned room without prior approval from the department scheduling coordinator, copied to the Dean's Office, and the Office of the University Registrar.

All schedule changes affecting class meeting time/days or classroom assignments must be requested in writing by the department chair, as approved and forwarded to the Registrar by the Dean's Office. Before submitting the request, the instructor or department must inform students about the possible change and advise any student impacted by the change as soon as possible.

In the event of an emergency evacuation of a classroom or building, the Office of the University Registrar will attempt to relocate classes to temporary meeting rooms, if desired.

Room Size and Configuration

Seating capacity has been determined in accordance with State and municipal safety regulations. Departments are not to enroll students beyond the maximum classroom size. If it appears that student demand will exceed the capacity of the scheduled room, departments should contact the Office of the University Registrar immediately, before the class grows too large, to determine if alternate space is available. Allowing students into a course in excess of classroom capacity violates building codes.

Furniture and equipment such as overheads, projectors, chairs, and tables are not to be moved from one room to another without approval of the Office of the University Registrar or the Instructional Media and Technology. If a room does not contain adequate facilities to meet the scheduled maximum enrollment or equipment needs, the instructor should contact the department scheduling coordinator to reassign the room.

Appropriate Use of Facilities

Commercial food service is not permitted in academic classrooms, and food may only be served outside of classroom facilities. Certain events may be denied use of classroom space, at the discretion of the University Registrar, if it is determined that the nature of the event is inappropriate for the purpose of the classroom.

The possession, consumption, or furnishing of alcoholic beverages or controlled substances are prohibited in any classroom.

Classroom Maintenance

Facilities Services is responsible for routine maintenance of classrooms. Concerns about cleanliness should be addressed to [Facility Services](#).

Damage, lighting, seating, requests for lecterns, podiums or additional tables should be addressed to Facility Services. Seating will not be increased beyond the approved capacity of the classroom.

Non-operating overhead projectors, VCRs, monitors, computer-projection equipment should be reported to Instructional Media and Technology.

The University Space Allocations Committee, chaired by a staff member from the Provost's Office, is responsible for the review of classroom space, and proposals for remodel or upgrades.

Required/Required Class Meeting Length (Full Term):

# Semester Credit Hours	Meeting Sequences	Required Length of Each Class Meeting
For 5 hour class	MTWRF	50 min
For 4 hour class	MTWR	50 min
For 3 hour class	MWF	50 min
For 3 hour class	MW	1 hour 15 min
For 3 hour class	M or T or W or R or F*	2 hours 50 min
For 3 hour class	TR	1 hour 15 min
For 2 hour class	MW or MF or TR or WF	50 min
For 1 hour class	M or T or W or R or F	50 min

* *Courses may only be scheduled using these sequences after 4:00 pm.*

Exceptions:

- Courses taught in conjunction with clinical or practicum classes.
- Lectures that have recitation times may meet on the MW format. However, all attempts should be made to schedule the recitation time in the same time block on the corresponding day in the pattern. For example, Course A has a lecture on MW from 9-9:50 AM. Recitations should be scheduled, when possible, on F from 9-9:50 AM. When this is impossible, the recitation sections may only be scheduled at non-peak hours (before 9 AM or after 3 PM).
- This will lessen the impact on student's schedules and room utilization.
- Graduate courses, taught during peak hours (9AM-3PM), are exempt from this policy provided they meet in a room with a capacity of 15 or less. Graduate courses taught at non- peak hours are exempt regardless of their room capacity.
- The scheduling policy is not in effect for Summer terms.

Required/Required Class Meeting Length (A Session and B Session):

# Semester Credit Hours	Meeting Sequences	Required Length of Each Class Meeting
For 3 hour class	MWF	115 minutes
For 3 hour class	TR, MW	165 minutes

Deviations from Approved Patterns

Courses that receive prior approval may deviate from the scheduled time patterns reflected. Approval will be granted on a case-by-case basis and will be approved only if a compelling argument can be made as to why the approved patterns will not meet the needs of the department. Exceptions will originate with the department chair who will transmit them through the Dean's Office to the University Registrar.

Monitoring of Course Offerings

The University Registrar is responsible for implementing the policies for course meeting time blocks and course offering distributions. In consultation with the department and college offering the course, the Office of the Provost has the authority to redistribute/change course offering meeting times and/or days.

Cancellation of Courses during Registration

A department chair may deem it necessary to cancel a course in which students are already registered. Students registered in the cancelled course will be notified via email by the Office of the University Registrar and will be advised to seek an alternative course or contact their academic advisor for assistance.

Special Topics

Two academic offerings (not necessarily in succession) are allotted for a department to offer a "Special Topics" course. For exceptions to this policy, administrative approval from the Office of the Provost is required.

Cross-listing/Combined Courses or Sections

Cross-listing refers to the act of linking two or more courses that share the same course content but are offered at different levels (UG/GR) or by different departments. The cross-listing of an UG course with a GR course is defined as a course number of 4999 or below being indicated by the offering department "the same as" a course numbered 5000 or above. A cross listed course produces the following results:

- Combines both class lists in the Learning Management System into one – allowing instructors to monitor attendance and grade students from one class list
- Combines both online course shells into one – allowing all students in both sections to participate in online discussions and assignments
- Improved utilization of instructor and physical classroom space resources

Cross-listing courses should not occur between in-class and online courses, between non-UNO Online and UNO Online courses, between Study Abroad and in-class or online courses, or to produce an alternative resolution for a billing issue. Courses in the same subject code, but different course levels should not be cross-listed, as the course material is at a different level in the course series. Any requests to cross-list courses because of the aforementioned reasons will need to be reviewed with the Office of the University Registrar and the Office of the Provost on a case-by-case basis.

The enrollment capacities of individual courses will determine the total enrollment capacity for the cross-listed course. If the enrollment capacities for each cross-listed course are equal, the total enrollment capacity will also be equal. For example, if ENEE 4096-001 is capped at 25 and ENEE 4096G-001 is capped at 25, the result will be a total enrollment cap of 25. If the enrollment capacities for each cross-listed course are not equal, the sum of all enrollment capacities will be used. For example, if ENME 4096-001 is capped at 15 and ENME 4096-001 is capped at 20, the result will be a total enrollment cap of 35.

General Principles Related to Combined Undergraduate/Graduate Courses

Graduate curricula should consist predominately of courses, independent activities, and experiences (e.g., research, internships) which demand a deeper and/or broader level of performance than would be found in undergraduate courses.

Graduate programs should consistently provide sufficient opportunities for students to directly interact with faculty and students at their same level or beyond. The achievement of an undergraduate degree that is acceptable as a credential for acceptance into a graduate program indicates there would be minimal value to graduate students if the opportunities for student to student and faculty-to-student interactions are dominated by undergraduates.

In those cases where a course must be delivered to both undergraduate and graduate students simultaneously, there is to be a "substantive difference" in the experiences of these two groups of students. Two examples of ways in which a course might demonstrate substantive differences are:

- Assigning additional and/or different reading assignments, writing assignments, problem sets, or examinations;
- Holding regularly scheduled additional meetings or discussion sessions that provide a "graduate only" environment.

The substantive differences described above, or others designed by the professor, should be described in either a separate syllabi for undergraduate and graduate students, or if only one document is produced in separate sections of the single syllabus. In any case, the professor is responsible for outlining in detail the differences in the assignments, activities, and standards for demonstrating mastery.

If there are assignments or examinations that are common to students at both levels, and the only difference is in the criteria for mastery (i.e., grading criteria) then the faculty member must articulate clearly how those criteria differ. This should be a part of the syllabus so that students have a clear and fair understanding of the standards that will be applied to their work.

This articulation of criteria for evaluation is also necessary to ensure the coherence of the Program of Study is not compromised by unnecessary variance across courses and/or instructors. The principle under operation is that students and faculty must be able to identify and understand how the acceptable mastery of the course content at the graduate level differs from successful mastery of the course content at the undergraduate level.

A characterization of grading or evaluation criteria as being "harder" or "more demanding and rigorous" is not sufficient. These terms must be defined in a way that creates mutual understanding among the various parties (students, faculty), as well as by an outside observer with appropriate expertise (e.g., external review committees, accreditation committees.).

Final Examinations

All examinations are to be given in accordance with the Official Examination Schedule published by the Office of the University Registrar. The final examination shall be designed to cover a period not to exceed two hours. Courses carrying one credit hour of theory or practice shall have one hour examinations given during the last class period.

- "Reading Days" and final examination periods are listed in the official University Calendar, which has been approved by the faculty, the administration, and the Board of Regents. No member of the faculty has the right to alter the Calendar without the consent of all those who had approved it. Faculty teaching courses outside established meeting patterns or deviating from meeting pattern guidelines will be required to contact the Office of the University Registrar to schedule a meeting time for their final examinations.
- Class-related activities, with the exception of office hours, are prohibited on designated Reading Days and during the final examination period. These dates are set aside for students to prepare for and take scheduled final examinations. During this period, papers and projects are not to be due, quizzes are not to be given, and there are not to be any other class-related activities, with the exception of office hours.
- A change in the room assignment for a final examination may be made only with the approval of the University Registrar.
- With the approval of the department chair, an instructor may choose not to give a final examination. However, if an examination is given, all students must take it and no exemptions may be allowed except pursuant to a uniform exemption policy announced to the class.

Final Examination Conflicts

When a student is scheduled for three or more final examinations in one day, the student may request rescheduling of one of the examinations through his/her Dean. If one of the exams is a group final exam, then attempts to reschedule non-group exams should be made first. The Dean, Department Head, and faculty member will make every effort to accommodate the student when such a request is made. Final examinations for classes meeting at times other than those listed above will be scheduled during the week of finals at a time agreed upon by the faculty member and students. The Office of the University Registrar in conjunction with the Office of Academic Affairs as the final authority should agreements not be reached at the departmental level.

Scheduling of Final Examinations

Final examinations are scheduled according to the following:

1. *Time and day(s)* – the time and day a class meets determines the day on which the exam is scheduled.
2. *Type of class* - When a course involves classes that meet at different times (such as a course with

both a lecture and a lab), the time of the course (for purposes of scheduling the exam) is determined by an established order of precedence: lecture, lecture discussion, quiz and laboratory. (For example, if a course meets as both a lecture and as a laboratory, the final exam would be scheduled according to the time at which the lecture meets.)

3. *Group Graded Final Examinations* – Courses that have been previously identified as group graded will be given an early examination priority.

Note: Lectures, Lecture/Laboratories, and Seminars are the only course types that get a final exam scheduled automatically. Other courses such as Online Courses, Independent Studies, Internships, Thesis, Practicums, etc. will not have a final exam scheduled by default. Please contact the Office of the University Registrar to have an exam scheduled. If the course type needs to be modified, please fill in a Change of Course form found on the Courses and Curriculum SharePoint Site.

Full Fall or Spring Semester Examination Schedule (schedule rotates each term)

	8:00 - 10:00	10:30 - 12:30	1:00 - 3:00	3:30 - 5:30	6:00 - 8:00	8:30 - 10:30
SAT		S 9	S 12	ACCT Group		
M	MWF 8	MWF 10	MWF 1	MWF 3	M OneNight/MW 6	M 7PM/Conflict
T	TTH 8	TTH 11	TTH 2	TTH 330	T OneNight/TTH 6	T 7PM/Conflict
W	MWF 9	MWF 11	MWF 2	MW 330	W OneNight	W 7PM/MW 730
TH	TTH 930	TTH 1230	ENGL Group	CSCI Group	TH OneNight	TH 7PM/TTH 730
F	Conflict Time	MWF 12	MATH Group	MATH Group	F OneNight	F 7PM/Conflict

Session A and Session B Fall or Spring Semester

Final Exams are held at regularly scheduled class times.



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