
DEVELOPMENT OF SCHEDULE OF CLASSES - GENERAL

PURPOSE: To provide a procedure for developing a schedule of classes.

I. Policy

Following necessary adjustments, the schedule for Fall classes will be based on the previous fall term and the schedule for spring classes will be based on the previous spring term.

II. General Guidelines

- A. The schedule of classes will be submitted to the Schedule Coordinator (Assistant Registrar) at the designated times. The submitted schedules will be analyzed for accuracy. The Schedule Coordinator will work with deans and department heads relative to schedule adjustment where assistance is needed.
- B. Once room assignments have been made and conflicts resolved, the Directory of Classes will be prepared for publication. In general, the spring semester Directory will be available for distribution on or about November 1. The fall semester Directory will be ready for distribution on or about April 1.
- C. Boise State University is faced with a critical problem in utilization of limited facilities. In order to insure the equitable use of facilities, departments must carefully adhere to procedures for scheduling classrooms. The following are the standard meeting times for classes:

Boise Campus:

<u>M--W--F</u>	<u>T--TH</u>	<u>MW or TTH</u>	<u>M--TH</u>
7:40--8:30 a.m.	7:40--8:55 a.m.	6:00- 7:15 p.m.	6:00- 9:00 p.m.
8:40- 9:30 a.m.	9:15- 10:30 a.m.	7:30- 8:45 p.m.	
9:40- 10:30 a.m.	10:40- 11:55 a.m.		
10:40- 11:30 a.m.	12:15- 1:30 p.m.		
11:40- 12:30 p.m.	1:40- 2:55 p.m.		
12:40- 1:30 p.m.	3:15- 4:30 p.m.		
1:40- 2:30 p.m.	4:40- 5:55 p.m.		
2:40- 3:30 p.m.			
3:40- 4:30 p.m.			
4:40- 5:30 p.m.			

Canyon County Campus:

<u>M--W--F</u>	<u>T--TH</u>	<u>MW or TTH</u>	<u>M--TH</u>
7:40--8:55 a.m.	7:40--8:55 a.m.	6:00- 7:15 p.m.	6:00- 9:00 p.m.

9:15- 10:30 a.m.	9:15- 10:30 a.m.	7:30- 8:45 p.m.
10:40- 11:55 a.m.	10:40- 11:55 a.m.	
12:15- 1:30 p.m.	12:15- 1:30 p.m.	
1:40- 2:55 p.m.	1:40- 2:55 p.m.	
3:15- 4:30 p.m.	3:15- 4:30 p.m.	
4:40- 5:30 p.m.	4:40- 5:30 p.m.	
2:40- 3:30 p.m.	2:40- 3:30 p.m.	
3:40- 4:30 p.m.	3:40- 4:30 p.m.	

Courses carrying 1, 2, 4 or 5 credits are scheduled independently using the standard time block for MWF classes if those days predominate and TTH if those days predominate.

Prime Time hours are MWF from 8:40 a.m. to 4:30 p.m. and TTH from 9:15 a.m. to 4:30 p.m. on the Boise Campus and 6:00-9:00 p.m. at the Canyon County Center. Departments must use these standard meeting times during Prime Time hours. Departments wishing to schedule classes for non-standard meeting times may do so during the non-prime time hours on a space available basis after all other standard scheduling has occurred. Classes scheduled during non-standard meeting times will not be included in the Final Examination Schedule. Departments will need to make their own final examination scheduling and appropriate classroom facilities arrangements for the final examination.

Exceptions to any of the above policies must be directed in writing to the Schedule Coordinator and will be reviewed by the Deans' Council on an "as needed" basis.

III. Procedures

The following procedures for Schedule Development should help insure maximum use of limited instructional facilities.

- A. The Schedule Coordinator will provide each department with a copy of its last like class schedule and the rooms authorized for scheduling.
- B. Departments will return the updated class schedule to the Schedule Coordinator (through the dean's office if required by a specific college), indicating changes for the current semester. Day and time adjustments involving a change in resources must be approved by the Schedule Coordinator.
 1. Departmental representatives may phone or visit the office of the Schedule Coordinator and request the status of available rooms. If any unused room is available when needed, the Schedule Coordinator may reserve it without further coordination.
 2. If there is not an adequate room available, the Schedule Coordinator may recommend to the department possible alternatives such as other times available, less desirable rooms and/or what other departments might be contacted to request trades or changes.
 3. If departmental requests cannot be met through direct coordination, departments may submit their requests for specific changes to their dean for coordination with other departments or deans as appropriate.
 4. If agreement between the deans is impossible, the Provost and Vice President for Academic Affairs may be asked to make necessary decisions on room utilization.
 5. It is essential that deans work together to insure that courses required for the many majors are offered. It is imperative that the requirements in all programs for graduating seniors be included in each spring semester schedule.

6. In the development of the schedule, exercise good judgment relative to how faculty members are scheduled. Schedule faculty in such a manner that they have reasonable blocks of time for preparation, research, supervision of student teachers, community service, etc.
- C. The Schedule Coordinator has been assigned the responsibility of coordinating the formation, editing, printing and distribution of the BSU Directory of Classes. In addition, this person is charged with the coordination of instructional space to gain maximum utilization and to serve academic requirements. Coordination, schedule adjustments and schedule decisions will be made in accordance with the procedures and with the authority as delegated in this policy and BSU 4170.