## EPC Course Distribution Standards for Undergraduate Classes in Fall & Spring Terms

The over-arching goals for this document are to maximize student-scheduling choices; to utilize classroom resources as effectively as possible; and to make the semester class scheduling process as efficient as possible.

To those ends, the <u>Educational Policy Committee</u> has established the following guidelines to use in building the schedule and assigning classrooms. <u>These guidelines apply to all undergraduate courses, whether</u> <u>scheduled in public classrooms (PCLS) or department rooms.</u> In addition, graduate courses scheduled in public classrooms (PCLS) must follow the standard time slots listed below.

- There are 18 "<u>STANDARD</u>" time slots for <u>3-contact hour</u> 3- and 4-credit courses with multiple meetings per week between 0800 (8 am) and 1950 (7:50 pm), and <u>additional</u> "approved" times for evening sections and courses that meet once-a-week.
  - 1) 0800-0850 MWF
  - 2) <u>0900-0950 MWF</u>
  - 3) <u>1000-1050 MWF</u>
  - 4) <u>1100-1150 MWF</u>
  - 5) <u>1200-1250 MWF</u>
  - 6) <u>1300-1350 MWF (</u>1-1:50 pm)
  - 7) <u>1400-1450 MWF (</u>2-2:50 pm)
  - 8) <u>1530-1620 MWF (</u>3:30-4:20 pm)
  - 9) <u>1700-1820 MW (</u>5-6:20 pm)
  - 10) <u>1830-1950 MW</u> (6:30-7:50 pm)
  - 11) <u>0800-0920</u> TR 12) <u>0930-1050</u> TR 13) <u>1100-1220</u> TR 14) <u>1230-1350</u> TR (12:30-1:50 pm) 15) <u>1400-1520</u> TR (2-3:20 pm) 16) <u>1530-1650</u> TR (3:30 – 4:50 pm)
  - 17) <u>1700-1820 </u>TR (5-6:20 pm)
  - 18) 1830-1950 TR (6:30-7:50 pm)
- Classes meeting once per week must start at 1530 (3:30 pm) or later:
  - 3-contact hour examples: M 1530-1820 (3:30-6:20 pm)
    - T 1700-1950 (5-7:50 pm) W 1900-2150 (7-9:50 pm)
  - One day courses that begin at 1530 are <u>**not**</u> included in the calculations of "standard" time slots.
  - One day courses that begin at 1700 are included in the calculations with the "standard' time slots.
- Friday <u>only</u> courses may meet 1400-1650 (2-4:50 pm). This time slot is <u>not</u> included in the calculations of "standard time" slots.

## Additional Notes:

- COLLege 100s and COLLege 150s may **NOT** meet once a week.
- 3-contact hour classes that <u>use</u> these time blocks will have priority in the assignment of public classrooms.

- OR <u>1400-1520 MW (</u>2-3:20 pm)
- OR <u>1530-1650 MW (</u>3:30-4:50 pm)

- 3-contact hour courses that <u>do not use</u> these time blocks (or that want multiple classrooms for one or more day but not for all) will be placed after standard time block courses are assigned rooms.
- The Wren building is not available for any academic classes after 1700 (5 pm).

## To maximize distribution of classes across days, times, and classrooms; departments & programs will:

 Schedule "standard" time block classes in at least 12 of the 18 "standard" time blocks listed on Page 1, with the number of academic courses offered by a department or program at the early (8am) or late (5pm or later) time slots scaled to the total number of courses offered by that unit, as follows:

# of standard sections	Minimum # of 8am or 5pm (or later) starts
1-15	1
16-30	2
31-45	3
46-60	4
61-75	5
76-90	6

- 2. Offer no more than 10% of its "standard" sections in any single "standard" time slot.
  - If 10% of the unit's classes is at or above X.5, then round up to the nearest whole number.
    - <u>For Example</u>: If a department has between 15 and 24 counted classes; then no more than two may be offered in any single time slot.
    - If a department has between 25 and 34 classes, then no more than three may be offered in any single time slot, etc.
  - Generally only standard 3- or 4-credit, 3-contact hour courses are counted in this 10%; <u>however</u>, when 2-hour or longer laboratory sections are taught by faculty who also teach the corresponding lecture sections, those laboratory sections are included in the calculation (i.e., denominator) to determine a unit's conformity with the 10% guidelines. For this exception, labs that meet for 1 hour and 50 minutes are considered a "two hour" lab.
- 3. Offer only one section of a specific class during any "standard" time block unless all other time blocks are being used for the course.
  - <u>Exceptions</u>: COLLege 100s, COLLege 150s, COLLege 400s and other topics courses that have different content.
- 4. Schedule 4-contact hour classes with starting times that match the starting time for a "standard" time block.
  - Departments and programs are encouraged to schedule these in MW pattern for two hours each, beginning with an established begin time.
  - In general: MW 0800-0950 or MW 1200-1350 or MW 1530-1720; but <u>not</u> including a MW 1400 (2 pm) start.
- 5. Schedule 1- to 2-contact hour classes, such as discussion, lab, and similar sections to maximize room utilization and in consideration of student scheduling.
  - As noted above, laboratory sections taught by faculty who also teach the corresponding lecture classes are counted in the calculations of the 10% and distribution guidelines.
  - 1- to 2-contact hour courses cannot cross "standard" time blocks if using public classrooms.

- 6. **"Bundle" 1- to 2-contact hour (and non-standard 3-contact hour) classes** during the scheduling process with other similar 1- to 2- contact hour classes or with 2-day MWF courses, in order to utilize classrooms as efficiently as possible.
- 7. <u>EXCEPTION</u>: <u>4-contact hour</u> 3- and 4-credit courses with multiple meetings per week between 0800 (8:00 am) and 1950 (7:50 pm) where the first three contact hours meet during a "standard" time slot will be included in the calculations of #1 & #2 on page 2. The fourth contact hour will <u>not</u> be counted in the calculations and should be bundled if possible (see #6 above). The first three contact hours will receive the same priority room assignment as 3-contact hour 3- and 4- credit courses. The fourth contact hour will receive the same priority room assignment as 1- to 2-contact hour courses.

\*\*The Room Assignment Priority Order can be found in the *Schedule Build Reminders* document on the Academic Scheduling website at <u>www.wm.edu/registrar/scheduling</u>.