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**SUBJECT: ACADEMIC SCHEDULING**

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- I. **PURPOSE:** To describe University policy for scheduling instructional space
  
- II. **REFERENCES**  
Utah State Board of Regents, Policies and Procedures, R-751, Capital Facilities Space Scheduling and Assignment
  
- III. **POLICY AND SCHEDULING GUIDELINES:**
  1. **General.** To achieve optimum utilization of classroom and laboratory space, central control of academic scheduling throughout the year is the responsibility of the Registrar's Office, in coordination with the Provost's Office, according to procedures it may establish.
  
  2. **Academic space.** Academic facilities include, but are not limited to, classrooms, studios, laboratories, reading clinics, academic centers, gymnasias, tennis courts, and the library.
  
  3. **Guidelines for Fall and Spring Semesters.**
    - a. Academic departments through their deans submit to the Registrar's Office tentative schedules of teaching space by an established due date for each semester. The Registrar makes space assignments and coordinates them with the departments.
  
    - b. Each college/school is responsible for creating course offering schedules that makes efficient and effective use of the available faculty and facility resources. The Registrar's Office will monitor the distribution of classes by time of day and will work with the deans and the Provost's Office to implement this policy.
  
    - c. The Daily Scheduling Plan (see pages 3 and 4) will be used to assign classes. Normally, 3 credit hours courses must be scheduled for three 50-minute periods per week or two 75-minute periods per week. In general, the 75-minute classes should be restricted to T-TH and the 50-minute classes to M-W-F. With the approval of the respective dean, 75 minute classes may be scheduled M-W during afternoon hours. Any exceptions to the Daily Schedule Plan must be submitted in writing for review and action by the Provost's Office on or before the Registrar's Office deadlines for publishing the semester class schedule.



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- d. Each classroom and class laboratory will be assigned the optimum number of student stations according to the space management procedures. Instructors will be encouraged to not add more student stations to the room. If more student stations are needed, a larger room should be scheduled. The optimum number of student stations will be the maximum enrollment number for a class, unless pedagogical reasons justify a lower number.
  - e. Courses with special classroom needs will be given appropriate priority. Particular emphasis will be placed on matching room size with maximum course enrollments.
  - f. Room requests from departments should be made on the basis of anticipated enrollment being equal to or greater than 80 percent of the room capacity. Rooms may be assigned based on this principle.
  - g. Generally, and whenever possible, classrooms will be scheduled to minimize the distance each teacher must travel and recognize space priorities of the academic departments. However, maximum room utilization must take precedence. ADA considerations will also guide scheduling decisions.
  - h. Continuing Education and Professional Studies staff should work closely with the Deans and the Provost's Office to schedule extended day, weekend, and distance education classes.
  - i. Classes, and final examinations or their equivalent, are to be held at the times and places officially scheduled by the Registrar's Office, unless otherwise approved by the Dean.
- 4. Guidelines for Maymester and Summer Sessions.**
- a. The registrar will use the Maymester and Summer School scheduling plan to assign classes.
  - b. Other guidelines for Fall and Spring semesters will be used to the extent possible during Summer Session.
- 5. Conflict resolution.** Scheduling conflicts not resolved using the guidelines of this policy will be resolved by the Registrar's Office in consultation with the dean of the respective college or school.



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**DAILY CLASS SCHEDULING PLAN  
 FOR 3 CREDIT CLASSES**

Scheduling Blocks	
M-W-F	Tuesday – Thursday (T-R)
7:00 - 8:00	7:00 - 8:30
8:00 - 9:00	8:30 - 10:00
9:00 - 10:00	10:00 - 11:30
10:00 - 11:00	12:00 – 12:50
11:00 - 12:00	<b><u>UNIVERSITY HOUR – Used for Convocations, University, College or Dept meetings</u></b>
12:00 – 1:00	1:00 - 2:30
1:00 - 2:00	2:30 - 4:00
2:00 - 3:00	4:00 - 5:30
3:00 - 4:00	
4:00 - 5:00	
<b>10</b>	<b>Total Periods</b>
	<b>6</b>

**FOR 4 & 5 CREDIT CLASSES**

Scheduling Blocks	
M-W-F	Tuesday – Thursday (T-R)
7:00 - 8:00 <u>Use</u>	7:00 - 8:30
8:00 - 9:00 <b><u>DO NOT USE 8:00 - 9:00</u></b>	<b><u>DO NOT USE 8:00 - 9:00, Due to Overlap with 2 Time Slots</u></b>
9:00 - 10:00 <u>Use</u>	8:30 - 10:00
10:00 - 11:00 <u>Use</u>	10:00 - 11:30
11:00 - 12:00 <u>Use</u>	12-12:50
12:00 - 1:00 <u>Use Only If Necessary</u>	<b><u>Used for University Hour, University, College, or Dept Meetings Mtgs:</u></b>



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<b>FOR 4 &amp; 5 CREDIT CLASSES</b>		
<b>Scheduling Blocks</b>		
<b>M-W-F</b>	<b>Tuesday – Thursday (T-R)</b>	
<b>1:00 - 2:00</b> <u>Use</u>	<b>1:00 - 2:30</b>	
<b>2:00 - 3:00</b> <u>DO NOT USE</u>	<b><u>DO NOT USE 2:00 - 3:00 M-W-F &amp; T-R for 4 &amp; 5 credit – Due to Overlaps with 2 Time Slots</u></b>	
	<b>2:30 - 4:00</b>	
<b>3:00 - 4:00</b> <u>Use</u>		
<b>4:00 - 5:00</b> <u>Use</u>	<b>4:00 - 5:30</b>	
<b>7 (8 possible)</b>	<b>Total Periods</b>	<b>7 (8 possible)</b>

**SUMMER/MAYMESTER**  
**Daily Scheduling Plan**  
**(Based on 750 minutes per credit)**

Note: These times and days meet the contact hour guidelines of SUU which is 15 contact hours per credit

**MAYMESTER (3 Weeks)**

<b>Monday – Friday</b>		
<b>4 Credit</b>	<b>3 Credit</b>	<b>2 Credit</b>
9:00-12:50	9:00-11:50	9:00-10:50
1:00-4:50	1:00-3:50	1:00-2:50

**FIRST AND SECOND SESSION OF SUMMER SCHOOL**  
**5 weeks per session**

<b>Monday – Friday</b>		
<b>4 Credit</b>	<b>3 Credit</b>	<b>2 Credit</b>
8:00-10:00	8:00-9:30	8:00-9:00
10:15-12:15	9:45-11:15	9:15-10:15
12:30-2:30	11:30-1:00	10:30-11:30
2:45-4:45	1:15-2:45	12:45-1:45
	3:00-4:30	2:00-3:00