

**CLASS SCHEDULING POLICY
OFFICE OF THE REGISTRAR
MIAMI UNIVERSITY**

Course scheduling decisions are to be made with the objective of optimizing student access to courses required by the university, its divisions and majors, and to ensure students' reasonable opportunities to explore elective courses to enrich their educational experience. Secondly, adequate opportunity should be provided in scheduling for faculty to remain vibrant, current, and active in their research pursuits.

To ensure schedule coherence and course accessibility, the following policy is to be followed.

- I. Every class is to meet in an approved scheduling pattern.
The approved patterns are (see attached schedule A1 and A2):
 - 1 credit hour courses: (a) 1 day per week on "Day D" (Tuesday or Thursday)
(b) 1 evening per week on "Eve G"
 - 2 credit hour courses: (a) 2 days per week on "Day D"
(b) 2 evenings per week on "Eve G"
(c) 1 evening per week on "Eve H"
 - 3 credit hour courses: (a) 3 days per week on "Day A" (Mon, Wed & Fri)
(b) 2 days per week on "Day E" (Tues & Thurs)
(c) 3 evenings per week on "Eve G"
(d) 2 evenings per week on "Eve L"
(e) 1 evening per week on "Eve I"
 - 4 credit hour courses: (a) 4 days per week on "Day A and Day D"
(b) 2 days per week on "Day F"
(c) 2 days per week on "Day B" (Mon/Wed or Wed/Fri)
(d) 3 days per week on "Day C" (Mon, Wed, Fri)
(e) 4 evenings per week on "Eve G"
(f) 2 evenings per week on "Eve M"
(g) 1 evening per week on "Eve J"
 - 5 credit hour courses: (a) 5 days per week on "Day A and Day D"
(b) 5 evenings per week on "Eve G"
(c) 2 evenings per week on "Eve N"
(d) 1 evening per week on "Eve K"
- II. Departments MUST schedule courses and multi-sections of courses **including sprint courses** utilizing all time periods throughout the day. The "Day B" option has been created to accommodate additional 4-hour course offering and to respond to certain pedagogical needs. These needs must be balanced against the necessity to spread courses across the day and the week. Therefore, the following specific restrictions will be enforced for the "Day B" time slots to ensure that the optimal spread of courses is achieved.

1. Since the “Day B” option is designed to increase flexibility and to accommodate exceptions, a department does not need to choose any of the “Day B” options. However, all departments must schedule across all of the other scheduling options.
 2. Restrictions on the 8 am, 11 am, and 2 pm “Day B” times: Once a department selects a MW “Day B” time slot, the next selection from the “Day B” schedule must be a WF time slot at a different time.
 3. There are no scheduling restrictions for classes with a 3 pm or 4 pm starting time.
- III. **Courses are to be scheduled during evening hours (after 5 pm). It is expected that at least 5% of classes are scheduled after 5 pm.**
 - IV. **Courses at the 100-400 levels are to be scheduled throughout the hours of the day as well as the days of the week.**
 - V. **Departments are to consult with one another both within and outside their divisions to coordinate the scheduling of courses sharing common student constituencies.**
 - VI. **At least 12% of a department's total offerings are to be scheduled at 8 am and 5% after 5 pm. Departments are to schedule classes at all levels (100-400) in these time zones and not limit, for example, all 8 am classes to the 100 level.**
 - VII. **All Tuesday/Thursday scheduling blocks are to be scheduled first before a department will be permitted to use the Monday/Wednesday or Wednesday/Friday scheduling blocks.**
 - VIII. **Courses with a limited number of sections (2-4 sections) should be scheduled as follows:**

2 sections	(a)	1 section during am, 1 section during pm. MWF or T/R
	(b)	1 section MWF, 1 section T/R
3 sections		same as (a) or (b) at a different time
4 sections		1 section am, 1 section pm – MWF 1 section am, 1 section pm – T/R

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