

COURSE SCHEDULING POLICY

The following long-standing policies were endorsed by the faculty senates of the College of Arts and Sciences and the College of Engineering and Applied Sciences.

The objectives of the course scheduling process are to plan semester's program that:

- 1) gives students reasonable flexibility in meeting their requirements and their individual educational goals.
- 2) makes the most economical use of time and University facilities, and
- 3) provides instructors with largest possible blocks of time to pursue their scholarly and service responsibilities.

In order to meet these objectives, departments should plan the semester's program by the publication deadline. Departments should consider the program final. It may be changed only for exceptional reasons.

Additions and changes to the class schedule after the schedule has been published often adversely affect enrollments, cause confusion, and disrupt students' schedules and should be avoided. Therefore, the individual faculty member's teaching schedule, once it is set at the scheduling deadline, becomes his or her primary commitment.

To carry out this policy, departments have certain responsibilities. Departments must inform their faculty – and remind them at appropriate times – of the scheduling policies, procedure, and calendar so that they will make research and other non-teaching arrangements, propose new courses, and make special room requests at appropriate times. As long as the instructors arrange schedules for non-teaching activities before the department's classes are scheduled, they can legitimately ask the department to schedule their courses at times not conflicting with the other activities.

Instructors should be aware, however, that departments may not always be able to grant such requests. The department's first consideration in planning the schedule must be to make available the basic courses undergraduate and graduate students need. The department's second consideration must be a well-rounded distribution of electives. Last, departments may consider convenient assignments for instructors. Because negotiation and compromise will inevitably come into play at times, the faculty of each department should decide together what criteria they will use to staff all available class periods. In connection with this, commuting faculty should not be given special treatment by virtue of being commuters. Their obligations to the University are the same as those of local residents.

Because of the recent and anticipated future growth of the undergraduate student population, it is essential that the Registrar's Office control all but a few classrooms. The Registrar's Office will assign all space in consultation with the CAS, CEAS and MSRC deans' offices. Requests for large rooms (70 or more) will be reviewed by the Scheduling Coordinator in the CAS Dean's office in advance of the rest of the schedule. Requests for all large rooms, including Javits 100, should be made on the Large Room Request form and submitted to the CAS Dean's office, Library E-3320, by the announced deadline. Departments will be notified of the times assigned before the scheduling deadline so that the rest of the schedule can be adjusted, if necessary.

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