

Course Scheduling Policy

The course scheduling policy, first implemented in the spring of 2011, has been revised by the Curriculum Planning Committee in the continuing effort to ease scheduling congestion for students. The revised policy, effective with the Fall 2017 curriculum, is as follows.

- The scheduling of courses is to be discussed first within each discipline group, under the direction of the curriculum coordinator, to ensure that there is a balanced spread of offerings at different time slots throughout the week. Working together, the discipline group must ensure that no more than 10% of a discipline group's courses are offered in any single two-hour block (eg, if a discipline group is offering 20 courses, no more than 2 may be scheduled in any single block). For purposes of analyzing spread throughout the week, multiple three- or seven-week courses that meet at the same time—but at different points in the term—can be counted as a single course. The Curriculum Planning Committee concurrently reviews course scheduling by discipline as well as across the disciplines, and may prompt changes to offering times if certain blocks become overly congested.
- Courses are scheduled in one or more two-hour blocks, one or more days per week. The two-hour blocks are as follows:
 - 8:00am–9:50am
 - 10:00am–11:50am
 - 12:10pm–2:00pm (M/W/F only)
 - 2:10pm–4:00pm
 - 4:10pm–6:00pm
 - 6:30pm–8:20pm
 - 8:30pm–10:20pm
- Courses that meet twice per week must follow either the Monday/Thursday or Tuesday/Friday pattern; or they may meet Monday/Wednesday or Wednesday/Friday during the lunch block. Courses that meet after 6:30pm may be more flexibly scheduled, and may follow the Monday/Wednesday, Wednesday/Friday, and Tuesday/Thursday pattern.
- Only studio, lab, and 4000-level courses can be scheduled in four-hour blocks. All other courses—including seven-week courses at any level—should be scheduled to meet once or twice weekly in two-hour blocks (depending on course credit).
- Classes that meet three times a week should be scheduled on the Monday/Thursday or Tuesday/Friday pattern, with an additional meeting Wednesdays in the 8:10am-10:00am block or during lunch. Classes can also be scheduled Monday/Wednesday/Friday during the lunch block.
- Three- and seven-week courses must be balanced and matched within disciplines and across the curriculum generally, to ensure availability of credits for those who take these courses.
- Classes that meet during the four hour time slots of 8:00am-11:40am and 2:20pm-6:00pm can be offered Monday through Friday, as can classes that meet over the dinner-time split (4:10pm-6pm; 6:30pm-8:20pm). A limited number of four-hour classes can also be scheduled on Wednesday or Friday during the split time slot of 10:00am/2:10pm; this will be limited to five each day, to be coordinated at the Curriculum Planning Committee.

Requests for exceptions to any of the above are to be presented to the relevant curriculum coordinator, who may introduce them for discussion with the Curriculum Planning Committee. Once the curriculum has been released to students, all time and/or day changes are permitted only under extenuating circumstances, and must be submitted to the relevant curriculum coordinator for approval by the Provost and Dean's Office.