

Provost Guidelines Governing Course Scheduling

To provide a course schedule that is conflict-free and results in an equitable distribution of teaching facility resources, the Office of the Provost has developed the following guidelines regarding the preparation and publication of the schedule of classes. These recommendations were developed in the spirit of providing course scheduling that permits access to available offerings by the greatest number of students and that allows the best match between specific needs of the courses being offered and the existing facilities.

- Please consider the distribution of courses throughout the day and impact on student schedules
 - There must be a balance throughout the day regarding when courses are offered to provide access to a conflict-free schedule for students, specifically courses that can be offered before 9:30 a.m. or after 3:30 p.m.
 - Because of the limited space availability of our largest classrooms, those teaching the largest sections of courses must have as much flexibility as possible in their schedules
- Long term and historical agreements and commitments regarding when and where courses are scheduled may not be possible
- The Office of the Registrar will work with department heads to identify and accommodate specific requests/preferences when building the schedule of classes
 - Specific requests/preferences may be at the individual instructor, the course, or the program level
 - Department heads will communicate with the Registrar to verify and confirm specific requests/preferences made via Unitime
- Courses scheduled in a non-standard time sequence or block, including non-standard weeks, must be approved by the college Dean and the Office of the Provost prior to being scheduled (as is the current practice for these courses)
 - Courses following a non-standard time sequence or block, including non-standard weeks, requesting a specific room location may be given the choice between scheduling the course at the requested time or in the requested space but may not be both
 - Courses considered using a non-standard time sequence are those that do not follow the approved one-, two-, three-, or four-hour periods beginning on the half hour and ended at twenty minutes past the hour (7:30-8:20, 7:30-9:20, 7:30-10:20, 7:30-11:20) or a 75-minute period beginning on the half hour and ending at 45 minutes past the hour (7:30-8:45) or 75-minute period beginning on the hour and ending at 15 minutes past the hour (9:00-10:15)
 - Courses considered using a non-standard week pattern are those that do not follow the full 16-week schedule for full term, or first 8 week or second 8 week for parts of term
 - Additional information about the academic class schedule and class times may be found on the Office of the Registrar website
 - https://www.purdue.edu/registrar/faculty/scheduling/class_scheduling.html
- Faculty meetings are recommended to either be scheduled after the schedule of classes is published, to avoid teaching conflicts, or to align with course time sequences starting at 3:30 p.m., to provide greater flexibility for both instructor and classroom availability
- Practice/Study/Observation
 - For PSO requests of 50 students or fewer, the Office of the Registrar will work to support the scheduling of these in available classrooms during the day
 - For PSO requests of greater than 50 students, the Office of the Registrar will schedule these in available classrooms in the evening
 - Any PSO may be scheduled online at any time during the day