

Class/Classroom Scheduling and Standard Meeting Times	
Version: 0001	Effective Date: 08/01/2024

Objective

The Class/Classroom Scheduling and Standard Meeting Times procedure helps to ensure that UTC classes have the space and time for effective instruction.

It is incumbent upon us as members of the University Community to use University resources wisely. Teaching facilities are a significant resource, and the availability of teaching facilities is finite.

Academic classroom space is not owned by academic units. Accordingly, classrooms are assigned and coordinated by one scheduling office, the Office of the University Registrar. The policy describes the Office of the University Registrar’s (OUR) role in scheduling all classes and in reserving instructional spaces for classes with an on-ground mode of instruction.

Scope

The procedure describes the roles of OUR, Provost’s Office, colleges, academic departments as represented by Deans’ offices and Department Heads as well as scheduling staff in collaborating to successfully schedule classrooms.

Roles

Provost/Vice Provost – Ensure timely communication of changes to instructional space inventory and/or standards outlined below. Review requests for exceptions. Approve changes to standard meeting times.

Director of Space Management – Maintain current inventory of instructional space and coordinate communication between Academic Affairs and Facilities.

Registrar/Associate Registrar – Establish standard timelines for class schedule construction.

OUR Schedule Coordinator – Orchestrate the schedule construction process in current SIS and supplemental tools.

Dean/Associate Dean – Establish expectations for college-wide compliance with procedure and review departmental requests for exceptions.

Department Head/Program Director – Ensure department/program compliance with procedure and review faculty requests for exceptions.

Department/Program scheduler – Accurately transmit schedule to OUR schedule coordinator.

Definitions

The term “department” refers to the scheduling unit, usually an academic department or school.

For scheduling purposes, a classroom is designated as centrally scheduled or priority scheduled.

Classifications of instructional space.

1. A **classroom** is a room used for instruction that is not restricted to a specific subject or discipline by equipment in the room or the configuration of the room. Such rooms include seminar, lecture, and general-purpose classrooms used primarily for non-laboratory instruction. Classrooms may be furnished with equipment appropriate to a specific area of study, but the presence of such equipment does not itself render the room unsuitable for use by other areas of study. Room preferences for classroom assignments will be reported to the registrar and final room assignments will be allocated by the registrar and appear in the student information system and the schedule of classes.
2. A **class laboratory** is a room used primarily for formally or regularly scheduled classes that require special equipment or configurations designed to serve the needs of a specific discipline. These special arrangements normally limit or preclude use of the room by other disciplines. Scheduling of such laboratories is reported to the registrar and appears in the student information system and the schedule of classes. Laboratories may be found in all fields of study including letters, humanities, natural sciences, social sciences, etc.
3. An **open laboratory** is a laboratory used primarily for individual or group instruction that is informally scheduled, unscheduled, or open. The room is designed to serve the needs of a particular discipline or discipline group, and access may be limited to specific groups of students. The primary distinction between class laboratories and open laboratories is formality or regularity of class scheduling. Some formal scheduling may occur in an open lab, but most of the available time in such a facility is open for informally scheduled or unscheduled activity.

Classifications of meeting times. (See Appendix A for visual representation)

Class scheduling periods are identified in one of six categories:

- Category A: Monday, Wednesday, and Friday at the following times:
 - 9:05 – 9:55 am (MWF)
 - 10:10 - 11:00 am (MWF)
 - 11:15 am - 12:05 pm (MWF)
 - 12:20 - 1:10 pm (MWF)
 - 1:25 - 2:15 pm (MWF)
- Category B: Twice a week at the following times:
 - 9:30 - 10:45 am (TR and WF)
 - 11:00 am - 12:15 pm (TR and WF)
 - 12:30 - 1:45 pm (TR and MW)
 - 2:00 – 3:15 pm (TR and MW)
- Category C: Monday, Wednesday, and Friday at the following times:
 - 8:00 - 8:50 am (MWF)
 - 2:30 - 3:20 pm (MWF)
 - 3:35 - 4:25 pm (MWF)
- Category D: Twice a week at the following times:
 - 8:00 - 9:15 am (TR and WF)
 - 3:30 - 4:45 pm (TR and MW)

- Category E: non-traditional scheduling periods:
 - Ending by 7:50 am (MILS offerings) (M,T,W,R,F)
 - 4:30 pm or later once a week (M,T,W,R,F)
 - 4:30 pm or later twice a week (M,T,W,R,F)
- Category F: Labs and Studios
 - 110 minutes with start time aligned to standard period (begin at 8 AM through evening).
 - 170 minutes with start time aligned to standard period (begin at 8 AM through evening)

Procedure

- I. Class Section Scheduling
 - a. No more than 65% of a department's undergraduate class sections including General Education courses will be offered in periods defined as Category A and Category B.
 - b. No less than 10% of a department's undergraduate class sections including General Education courses will be offered in periods defined as Category C and Category D.
 - c. Scheduling at overlapping Category A and B times (WF at 9:30 am and MWF at 10:10 am) is possible after all other Category C and Category D times have been utilized by a scheduling unit.
 - d. Departments must schedule all multiple lecture and laboratory/special laboratory sections so that student course enrollments will be distributed approximately equally between mornings and afternoons and between the different meeting patterns (twice per week and three times per week).
 - e. Class sections meeting in alternating patterns including hybrid sections (every other Tuesday, Tuesday in person/Thursday online) must be paired with classes that fill the standard timeslot to ensure efficient room utilization.
 - f. Class sections meeting in an afternoon seminar format once per week that combines two 75-minute meeting times must be paired with a second section that combines the same two 75-minute meeting times to ensure efficient room utilization. For example, one seminar meets Tuesday 2-4:45 pm and the other seminar meets Thursday 2-4:45 pm.
 - g. Class sections meeting in the evenings may begin at 4:30 pm or later and extend through the appropriate number of 50- or 75-minute time blocks to fulfill the contact hour requirements.
 - h. Class sections registered by contract are excluded from the distribution parameters outlined above.
- II. Exceptions
 - a. Doctoral programs in Nursing, Occupational Therapy, and Physical Therapy are exempt.
 - b. Clinical, Lab, and Studio courses will meet for appropriate durations to fulfill contact hour requirements. Start times will align with a standard period.
 - c. Because the standard meeting lengths are in 50- and 75-minute time blocks, Clinical, Lab, and Studio course sections should be offered in multiples of these times to avoid end times that preclude students from registering for courses due to unnecessary conflicts for student scheduling.
 - d. Individual/Department requests for exceptions will be evaluated by the appropriate Dean. The Dean may endorse requests and present them to the Provost/Vice Provost for review. The Provost/Vice Provost decision is final.

Implications for Non-Compliance

Departments who attempt to schedule outside of the established meeting times or do not meet the distribution percentages overlap parameters above must modify their planned class schedule to be included in the published class schedule.

Responsible Official & Additional Contacts

This Responsible Official and Additional Contacts section contains those who are responsible or share certain policy responsibilities, organized by subject matter, such as monitoring compliance with the policy, providing additional guidance on policy clarifications, organizing policy training, updating the policy, etc.

Subject Matter	Office Name	Telephone Number	Email/Web Address
Policy Clarification and Interpretation	[Provost Office]	[423-425-4633]	[academicaffairs@utc.edu]
Policy Training	[Office of the University Registrar]	[423-425-4720]	[schedule@utc.edu]

Related Policies/Guidance Documents

Final Exam procedures <https://www.utc.edu/academic-affairs/registrar/calendars-and-schedules>

Appendix A: Standard weekly meeting times for regular classes

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY		
7 AM	Military Science - end by 7:50 Category E	Military Science - end by 7:50 Category E	Military Science - end by 7:50 Category E	Military Science - end by 7:50 Category E	Military Science - end by 7:50 Category E		
8	MWF 1 Category C	TR 1 Category D	WF1 Category D	TR 1 Category D	WF 1 Category D	MWF 1 Category C	
9	MWF 2 Category A	TR 2 Category B	WF2 Category B	MWF 2 Category A	TR 2 Category B	MWF 2 Category A	
10	MWF 3 Category A		MWF 3 Category A		MWF 3 Category A		
11	MWF 4 Category A	TR 3 Category B	WF3 Category B	TR 3 Category B	WF 3 Category B	MWF 4 Category A	
12 PM	MWF 5 Category A	MW 1 Category B	MWF 5 Category A	MW 1 Category B	TR 4 Category B	MWF 5 Category A	
1	MWF 6 Category A		MWF 6 Category A		MWF 6 Category A		
2	MWF 7 Category C	MW 2 Category B	MWF 7 Category C	MW 2 Category B	TR 5 Category B	MWF 7 Category C	
3							
4	MW 3 Category D	MWF 8 Category C	TR 6 Category D	MW 3 Category D	MWF 8 Category C	TR 6 Category D	MWF 8 Category C
5		Monday Evening - May be scheduled between 4:30 and 10 PM Category E	Tuesday Evening - May be scheduled between 4:30 and 10 PM Category E	Wednesday Evening - May be scheduled between 4:30 and 10 PM Category E	Thursday Evening - May be scheduled between 4:30 and 10 PM Category E	Friday Evening - May be scheduled between 4:30 and 10 PM Category E	
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