ACADEMIC SCHEDULING

GUIDELINES

December 2023

V2.4

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1. INTRODUCTION

Building semester and academic year class schedules is inherently complex and critical to the mission of Utah Valley University, making Academic Scheduling Guidelines a necessary component for our continued growth and success.

These Guidelines, along with the Academic Scheduling Rules & Procedures, will clarify practices that reinforce UVU's priorities, promote multi-department synergy, and contribute to optimal space utilization. They ensure compliance with accreditation standards, government regulations (related to credit gained through the fulfillment of academic course requirements), and Utah System of Higher Education (USHE) room utilization requirements. Moreover, these guidelines promote UVU's Student Success core theme by facilitating timely degree completion.

2. GOVERNING POLICIES

UVU

Policy Manual, https://www.uvu.edu/policies/manual/index.html

425	Scheduling Campus Facilities
601	Classroom Instruction & Management
606	Adoption of Course Materials and Textbooks
607	Course-Based Fees for Credit Courses
609	*Academic Scheduling (tba)*
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USHE

USHE R255	Scheduling and Authorizing Use of Campus Facilities, https://public.powerdms.com/Uta7295/documents/1826164
USHE R470	General Education, https://public.powerdms.com/Uta7295/documents/1826311
USHE R517	Course & Program Fees, https://public.powerdms.com/Uta7295/documents/2022243
USHE R751	Institutional Facilities Space Utilization, https://public.powerdms.com/Uta7295/documents/1832465

Other

DOE	Department of Education, https://www.ed.gov/
NWCCU	Northwest Commission on Colleges and Universities, https://nwccu.org/

3. DEFINITIONS

Centralized Scheduling

As required by the Utah System of Higher Education (USHE Policy R751), all general classrooms and teaching laboratories are centrally scheduled. Departments and colleges do not have proprietary use or control of these spaces and may be accorded (or stripped of) priority scheduling authority by Academic Affairs, where warranted.

Contact Hour

All Academic Departments are responsible for ensuring each course section fulfills the required contact hours per week. Always verify the credit ratio of a course using the tools available from the Curriculum Office before submitting a section request.

A contact hour is defined as the total number of hours per week a student spends attending class or other instructional activities that count toward completing a course. UVU schedules all sections by contact hour -- *not by credit hour or by lecture hour alone*. Contact hours are calculated from the course credit ratio, where:

$$\textbf{LEC hours} + \textbf{LAB hours} = \text{Total } \textbf{Contact} \text{ hours per week}$$

A calculation tool is available from the Academic Scheduling web site. See: https://www.uvu.edu/academicscheduling/contact_hours.html.

Credit Hour

Per NWCCU accreditation requirements, a minimum of three hours of coursework per week are, on average, expected to earn one semester credit hour. For example:

- One hour of classroom or direct faculty instruction plus approximately two hours of student personal work outside of class each week for one semester.
- Three hours of lab with no student personal work outside of class for one semester.

Departments must comply with the federal definition of a credit hour and hours per week requirements as defined by UVU, USHE and NWCCU policies. For more information, refer to NWCCU, http://www.nwccu.org/wp-content/uploads/2017/05/Credit-Hour-Policy.pdf.

LMS - Learning Management System

A learning management system, or LMS, is a web-based technology used to plan, implement, and assess a specific learning process. The official LMS for the university is *Canvas by Instructure* and is the only LMS supported and approved for academic purposes.

In general, an LMS provides instructors with a way to create and deliver online content, monitor student participation, and assess student performance. This includes (but is not limited to):

- Course syllabi,
- Course material integration (eBooks),
- Assignments,
- Collaboration,
- Announcements,
- File sharing,
- Quizzes, and
- Grading.

LMS system administration and expertise is provided by the university's Learning Systems office. For more information, refer to https://www.uvu.edu/canvas/.

Prime Time Scheduling Hours

Course sections that start between 8am and 1pm and end between 8:50am and 2:15pm (Mon – Fri) are considered "**prime time**". When the majority of course sections are offered in prime time, it limits a student's options, creates required course conflicts, and places a demand on space that exceeds availability.

To ensure sufficient sections are offered to meet student demand and spread the need for general classrooms more evenly, departments should distribute course offerings over all five days of the week (Mon-Fri), at various times (morning, afternoon, and evening), at various locations, and with multiple schedule types (face-to-face, online, etc.).

Registration Waitlist

A Registration Waitlist is an electronic list of students who are waiting to register for a full class. Students may wait-list themselves when they attempt to register for a section that has reached its maximum enrollment capacity. Refer to https://www.uvu.edu/registration/waitlist-info.html for more information.

For academic department scheduling purposes, the Waitlist Maximum Enrollment limit shall match the Section Maximum Enrollment limit -- *up to 25 students*. Course sections with a maximum enrollment greater than 25 should reflect:

- Regular sections (max enrollment between 26 and 99) = 25
- Large sections (max enrollment of 100+) = 50

When multiple LAB course sections exist for a co-requisite LEC course, each LAB section can have a waitlist maximum of "0" to help reduce registration conflicts.

SIS – Student Information System

The official student information system, or SIS, for the university is Banner, an administrative software application developed specifically for higher education. It is a highly integrated system with a common database that is shared by multiple functional areas, including Finance, Student Services, Financial Aid, People & Culture, etc. For more information, refer to: https://www.uvu.edu/itservices/business-applications-reporting/banner.html.

Special Events

Special events are scheduled throughout the year by UVU's Event Services office, regardless of official breaks and holidays. While some may require the use of academic space, all special events, department meetings, club events, etc., must be requested using the university designated event scheduling software. Space is not considered scheduled until an email confirmation from the Event Services office is generated.

For more information, refer to https://www.uvu.edu/eventservices/.

University Facility Designations

University facilities include any property, building, space, or premise (including rooms, hallways, grounds, parking lots, roadways, common areas, etc.) within boundaries owned or leased by the University. Use of campus facilities, whether by non-university or university entities, shall not interfere with (or divert space or resources from) instructional activities or any other part of the institution's mission.

Facility designations are classified by the Executive Infrastructure & Planning Committee (EIP) in compliance with criteria published by the National Center for Education Statistics (NCES) and outlined in the *Postsecondary Education Facilities Inventory and Classification Manual* (*FICM*).

The University shall adhere to all state and federal regulations and requirements regarding the use of university facilities. All university departments and personnel responsible for scheduling university facilities shall do so in accordance with these regulations, including but not limited to Utah Code 20a-8-404 and Board of Regents' policies R255 and R751. Reporting of university facility utilization shall be handled in accordance with Board of Regents' policy R751.

Academic Spaces

Academic spaces are university facilities whose primary purpose is the support of academic events or activities related to teaching and learning. Buildings and/or rooms built for purposes that do not include teaching and learning, or the direct support of those functions (e.g., Student Life and Wellness, Sorensen Student Center, conference rooms, etc.), would not be considered academic space.

"Academic events" include all for-credit course sections (lectures and labs) planned by academic departments each semester, plus supplemental scheduling in support of those events (tutoring, review, testing, etc.). Sections align with university, state, federal, and accrediting body requirements, support student demand and completion, and follow academic scheduling guidelines and scheduling rules.

University credit-bearing classes and related activities are scheduled through the Academic Scheduling Office and take precedence over all other requests for academic space. General classrooms are released to the Event Services office each semester on the following dates:

> **Fall** = *July 15*
> **Spring** = *November 1*
> **Summer** = *March 1*

Once released, unused academic spaces may be reserved for temporary non-academic use (events, meetings, etc.) when properly requested through, and officially confirmed by, the Event Services Office.

In accordance with Board of Regents Policy R751, classrooms and teaching laboratories must be centrally scheduled by the University. The President's Council has designated Academic Scheduling as the office responsible for scheduling and authorizing the use of all academic spaces. Requests for the use of academic spaces shall be handled in accordance with Academic Scheduling Office guidelines and protocols. Departments and colleges shall not have proprietary use or control of academic spaces but may be accorded priority scheduling upon formal request and approval from the Deputy Provost – Academic Administration in Academic Affairs.

Food (including catering) is not allowed in academic classrooms or laboratories.

Schedulable Spaces

"Schedulable spaces" are university facilities that the EIP has identified as spaces available to be reserved for events under the terms of policy 425 and relevant Event Services Office requirements and guidelines. UCCU Center venues are not included under references to this term unless otherwise stated.

Student Asset Spaces

"Student Asset" facilities are schedulable spaces in which general student fees are directly allocated to the bonding, operation, maintenance, and staffing of the facility (such as the Sorensen Student Center and the Student Life and Wellness Center).

Undesignated Spaces

University facilities that have not been classified by the EIP are considered "undesignated". These spaces may not be reserved until the EIP reviews and approves one of the above designations in accordance with Facilities and Planning protocols.

4. SECTION CODING

Scheduling Rules

Established and UVU approved scheduling rules assist academic departments in the creation of course sections. While some rules are specific to off-budget programs, others are specific to delivery, audience, location, semester offered, etc.

Scheduling rules are reviewed annually in coordination with the Budget Office and other functional offices as needed. All academic departments are expected to follow the Scheduling Rules as published each academic year, in combination with current guidelines (https://www.uvu.edu/academicscheduling/).

Instructional Method

Instructional Method (aka "Instructional Type") codes indicate the type of instruction or the method by which organized instruction is conducted.

USHE's definition for each Instructional Method code (aka "Instructional Type") is listed below (includes the mapped code used in state reporting). For UVU's conventional use of each code, see: www.uvu.edu/academicscheduling/codes/instructional_methods.html.

INV – Individualized Instruction

Classes with no defined clock hours where students register term by term and credits offered may not exceed the published credit hour value of an equivalent standard fixed credit class (e.g., directed readings, independent study/projects, senior projects, and capstone papers).

[INV: Individualized Instruction, 24-Feb-1999]

LAB - Laboratory

Separate section laboratory setting course.

[LAB: Laboratory, 14-Jun-2000]

LEC – Regular Classes w/o Lab

Standard fixed credit classes where instruction occurs in a traditional classroom setting.

[LEC: Regular Classes w/o Lab, 14-Jun-2000]

LEL – Regular Classes w/Incorporated Lab

Standard, fixed credit classes where instruction occurs in a traditional classroom setting, as well as in a laboratory setting.

[LEL: Regular Classes w/Incorporated Lab, 08-Feb-2013]

SUP – Supervised Instruction

Faculty supervision at remote sites that generate student credit hours (e.g., student teaching, internships, clinical, cooperative education, and practicum).

[SUP: Supervision at Remote Sites, 24-Feb-1999]

THE – Thesis Credit

Faculty supervision of thesis credit (for Thesis chair only).

[THE: Thesis Credit, 24-Feb-1999]

Schedule Type codes (aka "delivery method" or "modality") indicate the primary way a course section will be taught. This code offers truth in advertising for students as they plan their schedules and becomes a contract with them upon registration. This means:

- **Once a semester schedule becomes visible for student planning and registration, sections should not be changed.**
- Faculty are not permitted to alter a delivery method from the scheduled and advertised format without prior approval from their dean's office (via scheduling software request and approval workflows) <u>and</u> written confirmation from the Academic Scheduling office.

USHE's definition of each code is shown below (includes the mapped code used for state reporting). UVU's conventional use of each code is published here: https://www.uvu.edu/academicscheduling/codes/schedule_types.html.

F – Face-to-Face

Course is taught primarily in person, classroom based (includes internship, practicum, and independent study courses). This includes workbook courses with instruction, and courses with technology-delivered components such as online syllabi, online lecture notes; however, teaching and learning activities are classroom-based.

[P: Face-to-Face, 02-Jun-2003]

FFO – Face-to-Face + Online

Previously known as "blended/hybrid", the course is taught both in person, in a classroom, and via technology. The technology-delivered components include teaching and learning activities and reduces the time traditionally spent in the face-to-face class.

[B: Hybrid/Blended, 09-Aug-2011]

FLS – Face-to-Face + Live Stream

A variation of "hybrid", course content is delivered both in person, in a classroom, and through synchronous two-way streaming technology (aka "Remote Virtual"). Courses meet synchronously on a regular schedule (specific days and times).

[B: Hybrid/Blended, 09-Aug-2011]

LS – Livestream

Course content is delivered through synchronous, two-way streaming technology and online (aka "Remote Virtual"). Courses meet synchronously on a regular schedule. Courses do not require university-controlled space at either the origination or receiving locations. These courses are included in IPEDS Distance Education reporting.

[V: Remote Virtual, 01-May-2020]

LSO – Livestream + Online

Course content is delivered through synchronous two-way streaming technology and online (aka "Remote Virtual"). Courses meet synchronously on a regular schedule and via technology. Courses do not require university-controlled space at either the origination or receiving locations. These courses are included in IPEDS Distance Education reporting.

[V: Remote Virtual, 01-May-2020]

V – Live Interactive (Video)

Course is taught via remote interactive video and audio (i.e., IVC, EdNET, Satellite) from an origination site to one or more receive sites or via streaming media technologies. Lectures and assignments are delivered in real time, one-way from the instructor to students (Satellite), with two-way exchange capabilities between instructor and student (IVC or EdNET). These courses require the use of a room or other University controlled space at either the origination or receiving site. These courses are included in IPEDS distance education metrics.

[R: Interactive Audio/Video, 02-Jun-2003]

W – Online (Internet)

Course content is delivered online. While online courses may require proctored exams, there are no other place-bound requirements and minimal synchronous (real time) requirements. Regular interactions between students and instructor are a part of the teaching and learning process.

[I: Online/Internet, 09-Aug-2011]

X – Face-to-Face Lab

Same as "F – Face-to-Face" above but specific to courses with lab-only hours in the credit ratio (i.e., 1:0:3).

[P: Face-to-Face, 02-Jun-2003]

Special Approvals

"Special Approvals" refers to a restriction placed on an individual section by department schedulers that prevents a student from registering without a manual system approval. This restriction places an enormous burden on students and advisors.

The use of special approvals was modified and placed into effect beginning Fall 2021 to:

- reduce the volume of department overrides,
- simplify the steps needed for students to obtain an approval, *and*
- remove barriers to student completion.

There are three distinct approval codes that can be placed on the section level of a course:

Approval Code	Message Displayed to Student	Appropriate Section Use	Inappropriate Section Use
"DE"	Department Approval Required*	• Independent Study • Research • Auditions • Professional level courses • 'Field' courses where significant travel expenses may be incurred	• *Enrollment management* • *Reserving sections for online only programs* • *Where Pre-/Co-requisites should be present in course curriculum**
"IN"	Contact Internship Coordinator	Internships	*Any course not designated as an internship*
"LR"	Late Add—Must See Instructor	*Automatically applied when late registration date is reached for a particular part of term code.*	*Do not remove.*

* *"Department approval required" when written as a prerequisite in the course curriculum has no effect on any sections of that course. To enforce, the "Department Approval Required" code ("DE") must be manually placed on each section by an authorized scheduler.*

By limiting the use of "Department approval required" restrictions and changing the way approvals are granted, the university expects to see multiple benefits, including:

- Removed student barriers
    - Less back and forth between Faculty, Advisors, and Students
    - Less frustration for the students
    - Empowers Faculty to authorize student registration
- Potential improvement to student completion and retention
- Enables Advisors to focus on student needs including proactive outreach

System changes provide an easy-to-use Faculty interface in myUVU. This tool does <u>not</u>:

- override Pre-/Co-requisite requirements,
- override the enrollment cap,
- automatically register a student, or
- reserve a seat for the student.

For more information, contact the Registration office, https://www.uvu.edu/registration/.

Term and Part of Term

The university, as part of the Program Participation Agreement (PPA) with the Department of Education, is established as a standard **term-based school**; we have an academic calendar with designated start and end dates.

Part of term codes are used to capture specific start and end dates of a term/semester and are in accordance with the Academic Calendar Committee. Each code includes specific dates to regulate registration, add/drop/withdrawal periods, tuition and fee assessment, late registration, SRI's, grading, and more.

Beyond standard part of term codes ("1", "B1", "B2", etc.), the ASO may create codes for special use which are bound to Financial Aid restrictions.

Financial Aid Restrictions

Programs (along with associated courses) eligible for Federal Financial Aid must fall within the established terms. Classes may begin up to two weeks before the start of the term *and/or* end up to two weeks after the term **but cannot overlap the start or endpoint of another semester.**

Programs that are not Federal Aid eligible (non-degree seeking) are exempt from this restriction; however, they may require Financial Aid office review.

Internship (INT)

Internship sections *(and other courses with a "Co-op" curriculum designation)* are created using this part of term code, which:

- mirrors full semester dates,

- is subject to the same deadlines as full semester dates,

- exempts late registration fees for students, and

- gives a department the flexibility to start an internship at any point during the semester.

This allows students to register after the regular waitlist period ends; they are exempt from fees and Dean's office approval but remain subject to the Late Registration process.

For more information, refer to https://www.uvu.edu/registration/late-registration.html.

Miscellaneous (Z__): Condensed or Expanded

Miscellaneous part of term codes can be created upon request for unique programs. To facilitate the registration process, codes are created in the semester where instruction begins (but in some cases may be in the semester where most of the instruction occurs). Whether the dates are condensed or expanded from regular semester dates, these codes:

- **must encompass all time requirements within the start and end dates,** including online readings and discussions, all seat time, assignment completion, testing and final submission(s),

- **cannot be adjusted** once created and applied to a section (can negatively affect federal financial aid disbursements),

- must be requested prior to submitting section request(s),

- shall not be requested less than three weeks prior to the actual semester start date (to allow for student registration and to prevent late registration fees),

- may be subject to shortened add/drop/withdrawal and grading dates,

- cannot overlap standard semesters if program is eligible for federal financial aid (see Financial Aid Restrictions above), and

- are unique to the semester and year they're created for and do not copy to the next like-semester.

Course sections created using a miscellaneous part of term code do not roll/copy to the next like-semester. If needed, a new miscellaneous part of term code <u>and</u> new section(s) must be requested each semester. To request a new code, email the Academic Scheduling office with the exact start date, end date, and justification for the request.

5. RESPONSIBILITIES & RESTRICTIONS

Academic Scheduling Committee (ASC)

The Academic Scheduling Committee (ASC) is a governing body that oversees the scheduling process. It is established under the direction of Faculty Senate and Academic Affairs. The Committee serves in an advisory capacity to Faculty Senate, Academic Affairs Council, and President's Council.

Composition

The Academic Scheduling Committee is comprised of the following:

Voting Members

- Associate Provost – Academic Programs and Assessment (Co-Chair)

- Faculty Co-Chair: One faculty member elected by the ASC from school/college faculty representatives (must have recent department chair assignment and/or recent ASC member experience)

- One faculty representative from each school/college who is elected by their respective school/college

- Faculty Senate Executive Council members appointed by the Faculty Senate President

- Student representative appointed by UVUSA

- Registrar

- Manager – Academic Scheduling

Non-voting staff members

- Associate Vice President – Facilities & Planning

- Associate Vice President – Student Experience and Enrollment Management

- Associate Director – Event Services and Campus Scheduling

- Director – Technology Partnership – Academic Affairs

- Sr Director of Completion – Academic Affairs

- Manager – Curriculum Office

- Academic Scheduling Office staff members (as appropriate)

- Admin IV – Academic Programs and Assessment

Term Lengths

- Faculty Co-Chair serves a two-year term.

- School/College faculty representatives serve a two-year term.

- Faculty Senate leadership members appointed by the Faculty Senate President serve a one-year term (renewable).

- Student representative appointed by UVUSA serves a one-year term.

- Designated staff members serve permanently while holding the applicable position.

Co-Chair Duties

- Set ASC meeting agendas and committee assignments.

- Coordinate academic scheduling issues with Faculty Senate, Academic Affairs Council, Presidents Council, and other university entities.

- Conduct regular ASC meetings and facilitate discussions on agenda topics.

- Encourage active participation of ASC members and other university stakeholders, as appropriate.

- Create working sub-groups to handle committee assignments when deemed necessary.

Member Duties

- Attend and participate in ASC meetings and designate a substitute when unable to attend.

- Review meeting materials prior to ASC meetings.

- Fulfill assignments related to the ASC charge.

- Communicate with university stakeholders, seek feedback, and share perspectives concerning academic scheduling with the Committee.

- Maintain an institution-wide perspective for academic scheduling, with a primary focus on students.

- Assist in developing recommendations for academic scheduling that promote student success.

- School/College faculty representatives serve as an academic scheduling resource to their respective school and college authorized schedulers.

Meeting Schedule

The Committee shall meet monthly during fall and spring semesters, and as needed.

Assignments

The Committee is tasked to:

- Review best practices to make recommendations for revisions to policies and procedures for academic scheduling.

- Review and revise scheduling practices and processes to maximize utilization, implement academic scheduling guidelines, and meet established goals.

- Evaluate standard meeting patterns and make recommendations that limit or eliminate course overlap.

- Review and render decisions for exceptions to the academic scheduling policy and guidelines.

- Prepare and plan for enrollment growth.

- Review course demand and make recommendations to individual academic departments, schools, and colleges to meet student demand based on data and analytics.

- Maintain a commitment to student success and academic scheduling practices that promote completion.

- Coordinate with Event Services and other university entities to ensure that academic scheduling decisions made are in alignment with and do not negatively impact desired institutional goals related to all stakeholders.

- ASC members are responsible for communicating governing policies and current guidelines with their respective school/college, units, divisions, and other stakeholders they represent.

Academic Scheduling Office (ASO)

The ASO works closely with all academic department chairs and authorized schedulers to coordinate the scheduling of all credit-bearing classes. This includes, but is not limited to:

- Course section maintenance (add, change, cancel) in multiple databases (SIS, section scheduler, and room scheduling software).

- Space assignments (general classrooms and specialty/dedicated labs).

- Enrollment increases/decreases.

- Instructor and Instructional Assistant activations and assignments.

- Finals Week scheduling.

- Communication of production dates, deadlines, policy, and procedure updates.

- Training new department chairs and authorized schedulers (including policy, procedures, and instructions for using the scheduling software).

- Supplemental time space requests directly related to academic course sections.

- Scheduler access to scheduling software and instructor verification tool.

- Production calendars.

The ASO also partners with several functional areas to coordinate:

- Course-based fee application and maintenance (approved through the Course Fee Review Committee).

- LMS course material integration charge application and maintenance (approved through the university Bookstore Director).

- Scheduling Rule maintenance and publication (approved through Budget office).

- Internal/External software support, testing, updates, and maintenance (including SIS, section scheduling and room scheduling software).

The resulting semester schedule is an important tool in meeting students' curricular needs. Every effort is made to enforce governing policies, rules, and guidelines in support of UVU's Student Success core theme.

Department Chair & Authorized Schedulers

In addition to the appointed department chair, each academic department may designate up to two authorized schedulers (full-time staff) through the proper approval channels for your college/school. It is not recommended that one person be responsible for submitting all schedules for an entire college/school. The responsibility can be an inordinate amount of work without backup support. Having multiple schedulers will ensure appropriate scheduling support is available during vacation, illness, high volume, etc. The Academic Scheduling Office reserves the right to limit or remove access from any scheduler.

Each person:

- receives initial training from the ASO (required for software access),

- attends one annual refresher training (group or individual),

- maintains a working knowledge of scheduling policies, guidelines, and rules,

- is responsible for creating and maintaining semester schedules using the university's designated software,

- is responsive to ASO communication,

- verifies instructor assignments are placed on each section prior to semester week three (and again two weeks prior to finals week for grading purposes),

- coordinates supplemental scheduling needs with faculty and submits requests using the university's designated software,

- identifies and coordinates with the ASO on any same student-set final exam conflicts, and

- actively monitors waitlisted and low-enrolled course sections.

To coordinate your schedule with another department, refer to the **Authorized Schedulers** list for current contact information (available from the ASO website).

Faculty & Staff

Faculty are responsible for reviewing their schedules for future semesters and communicating appropriate changes to their department chair prior to registration opening.

Faculty shall not make unauthorized changes to the time, place, or delivery method of course sections for any reason. **In extenuating circumstances**, change requests may be submitted to the department chair for consideration. If agreeable, the department chair must submit a formal request using the university's designated software, which may be subject to the dean's office approval. See "**Impact of Schedule Changes**" in this document for more information.

Faculty and unauthorized staff do not make requests to, or work directly with, the ASO (except for finals week conflict resolutions).

Data Integrity for State Reporting

Section data is audited by Institutional Research multiple times each semester for USHE compliance. Incomplete, questionable, or incorrect section coding may be flagged as a "warning" or a "fatal error" and must be corrected immediately. Examples include:

- missing building and/or room codes *("TBA" is not an acceptable way to capture face-to-face student contact hours, nor should it be used as a placeholder),*
- missing meeting pattern,
- missing instructor assignment,
- mismatched coding (e.g., schedule type "F" with online-only meeting pattern),
- incorrect cross-listing (upper division course w/lower division course),
- …and more.

The state requires all course sections that meet face-to-face on main campus for any portion of the term to reflect all meet day(s), time(s), and location(s). The university cannot in good faith advertise a face-to-face class to students when the day/time requirements and location are not confirmed. Students should have a clear understanding of what they're registering for *as they register*.

6. SCHEDULING STRATEGIES

The University Schedule of Classes will be developed to accommodate students and faculty by providing reasonable meeting times for classes. The practice of "rolling" (copying) a previous like-term, without periodic assessment and refinement, is not recommended. The number of sections and related seats offered for each course should be evaluated each term.

To encourage more thoughtful course scheduling, general room assignments and instructor assignments do not automatically carry forward to a new semester, even if the courses, instructors, and/or meeting patterns will remain the same.

Academic departments shall:

- Publish a two-year course schedule using the university graduation plan to support student and faculty planning purposes,

- Design efficient, conflict-free schedules that allow students to take a full course load while tending to work or other outside obligations.

- Build a class schedule that:
  - centers on UVU's core value of student success,
  - aligns with degree plans allowing students to predictably graduate on-time,
  - is based on standard meeting patterns and fully utilizes space,
  - supports the needs of varying student populations,
  - includes various times, locations, and delivery modes to avoid conflicts with other required courses, and
  - sufficiently meets student demand.

- Ensure each course section meets the federal definition of a credit hour and hours per week requirements as defined by UVU, USHE and NWCCU policies.

- Refine their course schedule in collaboration with other departments to ensure that all students needing those courses can complete their degree plans.

- Coordinate with all impacted departments when cancelling course sections required in other majors.

- Accommodate faculty preferences when possible; *however, student needs and space utilization remain the primary focus.*

Faculty shall:

- be available to teach during institutional operating hours, and

- fill teaching needs to support on-time graduation, in terms of courses offered, days of the week, times, location and a variety of delivery methods.

Course Design

The Office of Teaching and Learning offers dedicated support for the design, redesign, and continuous development of courses and full programs, regardless of the mode of delivery. See Course Design, https://www.uvu.edu/otl/instructional_design/course_design.html.

Block Classes

When scheduling block (half semester) classes, departments should do so in pairs to maximize student enrollment opportunities and best utilize classroom space for the duration of the semester. For example, if a department schedules a MWF 2pm first block class, the department shall also schedule a MWF 2pm second block class. The goal is to increase the block offerings during the fall and spring semesters to help students progress through an academic program.

- Block classes do not require a meeting pattern exception if utilizing standard meeting patterns, *and*

- Departments may coordinate internally or with other departments in their school/college to pair block classes.

Cohort Scheduling

A cohort refers to a group of students who apply and are accepted to enter an academic program together and proceed through their coursework in the same sequence, at the same time through completion of their degree. To be defined as a Cohort Program eligible for a scheduling exception, the majority of students in the program will have completed all GE requirements and must be following the lock-step cohort degree plan.

Cohorts include course sections offered back-to-back, as well as hands-on lab, clinical or practicum courses of varying length. The cohort model can help maximize utilization of classroom and/or lab space, as one cohort of students can occupy the same space for longer blocks of time.

Recognized cohorts include:

College / School		Dept	Subject(s)		Level
AR	Arts	--	--	--	--
BU	Business	**BUS**	ACC ECON FIN MGMT	• Master of Accountancy (MAcc) • Master of Business Administration (MBA) • Master of Financial Planning & Analytics (MFPA)	6000+
ED	Education	**ED**	EDUC	Master of Education (M Ed)	6000+
		SSED	AUTS EDSP	Autism Studies Special Education	All
		ELED	EDEL	Elementary Education	3000+
EN	Engineering & Technology	**AT**	AUT	Auto Mechanics	All
		DGM	DGM	AGD - Animation & Game Dev (BS)	AGD courses
		CA	CA	Culinary Arts	All
		ENGT	AET	Automation & Electrical Technology	All
HP	Health & Public Service	**AHLT**	DENT RESP	• Dental Hygiene • Respiratory Therapy	All
		CHPS	MPS	Master of Public Service (MPS)	6000+
		NURS	NURS	Associate in Science Nursing (ASN)	All
		PA	PAS	Physician Assistant	All
HS	Humanities & Social Sciences	**BESC**	MFT SW	• Marriage & Family Therapy (MFT) • Social Work (MSW) • Social Work (BSW)	6000+ 6000+ 3000+
		ELL	ESL	English as a Second Language	All
SC	Science	--	--	--	--

Scheduling for a cohort program *may* require long-term exceptions to standard meeting patterns established at the university, and/or pre-scheduling authority for space.

Cohort status does <u>not</u> automatically grant meeting pattern exceptions *or* prescheduling authority to any space. These are not mutually inclusive and <u>must</u> be requested separately using the appropriate forms available from the ASO web site.

Pre-Scheduling Authority

As outlined in USHE Policy 751, *"Classrooms and teaching laboratories should be centrally scheduled by the institution. Departments and colleges should not have proprietary use or control of classrooms or teaching laboratories but may be accorded priority scheduling by the central scheduling office, if warranted."*

Pre-scheduling authority for general classrooms is determined by Academic Affairs in conjunction with each Deans' office and extends only to scheduling **Phase 1 – Initial Review**.

- The **primary** purpose of granting pre-scheduling authority is to accommodate faculty and/or student accessibility requirements. Refer to UVU Policy 152, Accommodations for Individuals with Disabilities, for more information.

- To accommodate specific laboratory and/or equipment needs, some pre-scheduling is allowed.

- Pre-scheduling authority is not granted based on an instructor's tenure, office location, or room preferences.

- All pre-scheduling must utilize **standard meeting patterns** unless the Academic Scheduling Committee has approved an exception request for a limited period of time.

- Room utilization (actual occupancy) should be no less than 66.7% of a classroom's maximum capacity; 80% for laboratories. See <u>State Utilization Requirements</u> in this document for more information.

All departments (where pre-scheduling authority has been granted) are subject to periodic space utilization audits by Academic Affairs and/or Facilities.

Hybrid Model Section Pairing

Considerations when scheduling hybrid model ("FFO", "FLS", and "LSO") course sections should include: ***Is the course section paired?***

Academic departments should make every effort to schedule hybrid model sections in pairs to best utilize the classroom/lab space and to align with standard meeting patterns for student-centric scheduling. For example, if a department schedules a section where Tuesday is the classroom day, the department should schedule another section where Thursday is the classroom day.

Departments are encouraged to coordinate internally or with other departments to offer pairs of hybrid model classes.

7. SCHEDULE PRODUCTION

The process to bring course sections from planning, to registration, and through final grading involves multiple activities, systems, and functional departments. Preparing ("rolling") semester data means copying sections from one semester to the next like-semester (fall to fall, spring to spring, summer to summer). The required steps include (but are not limited to):

- defining part of term codes,
- deleting canceled sections,
- removing general room assignments,
- removing instructor and instructional assistant assignments, and
- updating sections with course modifications approved through the curriculum process.

The following information represents the high-level activities. *Note the timing of each activity is approximate and subject to change without notice based on unforeseen system- and/or staff-related resources, volume, and/or constraints of partnered offices.*

Activity	Resource	System	Fall	Spring	Summer
Prepare ("roll") semester data	ASO	SIS	Nov 1	Apr 1	Sep 1
Schedules Open (Initial Review)	Academic Depts	Section scheduler	**Nov 1**	**Apr 1**	**Sep 1**
DUE (submit schedule to ASO)	Academic Depts	Section scheduler	**Dec 1**	**May 15**	**Sep 15**
Validation & Room scheduling complete	ASO	Section scheduler / SIS	Feb 1	Jun 15	Oct 1
Schedules Open (Final Review)	Academic Depts	Section scheduler	**Feb 1**	**Jun 15**	**Oct 1**
DUE (submit schedule to ASO)	Academic Depts	Section scheduler	**Feb 15**	**Jun 30**	**Oct 15**
Open student views	ASO	SIS	Feb 15	Jun 30	Oct 15
Validation & Fee Review complete		Section scheduler	Mar 15	Jul 30	Nov 15
Student registration begins	Registration	SIS	**Apr 1**	**Oct 25**	**Feb 25**
Semester begins			**Aug**	**Jan**	**May**

8. SCHEDULING PROCESSES

This section outlines the priorities, phases, and requirements of creating and maintaining a semester schedule. Department chairs and authorized schedulers use university designated software to create, edit, and cancel sections of course offerings. Whenever possible, rules addressed in this document are enforced in the section scheduling software.

Priorities

University credit-bearing classes take precedence over all other requests for academic space. The priorities are:

1. Academic Course Sections

    a. ADA accommodations for faculty or student (confirmed by Accessibility Services)

    b. Authorized pre-scheduling of classroom and lab spaces

    c. High-enrolled GE courses (as noted by Academic Affairs)

    d. General classroom assignments

    e. Modifications (approved by dean)

2. Non-Credit Course Sections

    a. In support of for-credit courses

    b. Continuing Education

3. Special Events (via Event Services Office)

    When utilizing academic space for special events, restrictions apply. Academic classrooms and labs shall not be confirmed for use prior to a semester's room release date (see Academic Spaces above).

    a. UVUSA

    b. University sponsored

    c. Co-sponsored

4. Academic Supplemental Space Requests

    a. Tutoring Labs

    b. Auditions and rehearsals

    c. Instructor-led review sessions

    d. Make-up tests

5. Other Requests

    a. Facilities maintenance (need may increase priority)

    b. Media Services maintenance (need may increase priority)

    c. Displaced academic sections due to university events

Section Scheduling

This software allows authorized department schedulers to add, modify, and cancel sections from their semester schedules, and uses "**phases**" to permit or restrict (lock) those activities. In addition to section details, it displays semester, scheduling unit (department code), current phase, current mode, and key processing dates.

Room Scheduling

This software supports optimal space utilization by automatically assigning general classrooms through a batch process, honoring sections prescheduled during Phase 1—Initial Review *first*. An algorithm then assigns spaces based on building preferences associated with each subject code, maximum capacity of each space, and the meeting pattern and maximum enrollment of each section. *The algorithm does <u>not</u> consider program size, pairings, first-in / first-out schedules, instructor assignments, attributes, or individual preferences.*

Not all course sections will receive a room assignment during the batch process. Some sections must be adjusted (meeting pattern, enrollment) before a room can be assigned. The Academic Scheduling Office reserves the right to decrease the maximum enrollment to secure a room assignment.

The room scheduling software and database is shared by the ASO and the Event Services Office, allowing full visibility and coordination for centralized scheduling. The information stored in this database is accessed by multiple departments including, but not limited to: Facilities, Security, Media Services, Catering, Custodial, Inventory, and more.

Scheduling Phases

Phases are periods of time determined by the institution that describe levels of authority to make changes.

Authorized department schedulers must plan, prepare, and submit semester schedules according to established deadlines (refer to Schedule Production in this document). Requests submitted past established deadlines may require dean's office approval and/or consideration by the Academic Scheduling Committee or Academic Affairs office before processing.

This chart shows the scheduling phases and basic description of activities. Specific dates for each phase are published in the scheduling software.

PHASE	RESOURCE	DESCRIPTION
0 PLANNING	Academic Departments	**Several months in advance of actual data entry,** academic departments begin planning a new semester. **Review** sections with your faculty **early** and plan for the changes that will be submitted in **Phase 1** (not Phase 5!). To assist with this process, historical data is available in the scheduling software for semester-over-semester comparison.
		*** scheduling software opens ***
1 INITIAL REVIEW	Department Chair / Authorized Scheduler(s)	**All major schedule changes must be submitted in Phase 1.** • Add / Modify / Cancel course sections from the semester schedule. **This is your cleanup time so review every section carefully!** • Assign classrooms/labs where **pre-scheduling authority** exists (crucial to automated room scheduling process in Phase 2). • Submit sections to workflow for ASO review and processing. • Updates are not reflected in the SIS until processing is complete in Phase 2.
		*** scheduling software closes ***
2 ASO PROCESSING & ROOM SCHEDULING	ASO	Scheduling software is temporarily locked. The data review includes coding accuracy and rule compliance. Where necessary, sections are returned to the department scheduler for corrections (previously submitted changes are stripped). **Automated Room Scheduling** • Pre-scheduled rooms are confirmed (or removed, as appropriate). • General classroom assignments are processed. • Semester schedule is exported back to the SIS with updates.
		*** scheduling software opens ***
3 FINAL REVIEW	Department Chair / Authorized Scheduler(s)	**LOW IMPACT** schedule changes can be requested in Phase 3 (subject to classroom/lab availability). • Submit sections to workflow for ASO review and processing. • Updates are not reflected in the SIS until processing is complete.
		*** scheduling software closes ***

4 ASO PROCESSING & FEE REVIEW	ASO	Scheduling software is temporarily locked. The data review includes coding accuracy and rule compliance. Where necessary, sections are returned to the department scheduler for corrections (previously submitted changes are stripped). **Course-Based Fee Review** • Committee-approved course and lab fees are applied. • Bookstore approved LMS materials charges are applied.
*** *semester schedule becomes visible to students* ***		
5 PUBLISH	ASO	**HIGH IMPACT** schedule changes may be possible in **extenuating circumstances ONLY** and require the dean's office written approval (via workflows) <u>before</u> processing can begin. • Submit sections to workflow for ASO review and processing. • Updates are <u>not</u> reflected in the SIS until processing is complete. Refer to **Section Changes: Low-Impact vs High-Impact** in this document for more information. *All requests are subject to ASO review and room availability.*
*** *student registration begins* ***		
6 ARCHIVE	ASO	Schedules are archived after a semester ends but remain available to department chair / authorized schedulers (view only) for historical purposes and future planning.

Impact of Schedule Changes

All schedule changes should be requested well in advance of key processing dates. Each deadline missed represents increased time and resources to correct, as well as increased student frustration, inconvenience, and disruption of financial aid. Key dates include Phase 1--Initial Review, general room scheduling, student views, registration, and payment deadlines.

The phase a schedule is in helps determine whether a change is considered **low**- or **high**-impact. The following lists are not all inclusive but do reflect the most common request types.

Low-Impact

Low-Impact section changes can be requested by an authorized department scheduler at any time, as the student impact is typically minimal. This includes:

- Enrollment increases (to support student demand/waitlists)
- Sub-title (add, change, or remove)
- Section numbering
- Session code adjustment

- Section Notes (add, change, or remove)

- Section Visibility (student views)

- Cancellation of excess sections (where no students are registered)

- Special Approval codes (add/remove "DE - Department Approval Required" or "IN - Contact Internship Coordinator")

- Instructional Assistant assignment(s)

High-Impact

High-Impact section changes:

- Should **not** be requested once student views and registration are open, as they have a negative effect on student planning, resources, financial aid, and fee assessment.

- Require multi-department and multi-system coordination for temporary removal of registered students, section 'rebuilding', reassessment of tuition and fees, *and more*.

- Cannot be processed when students are enrolled on the waitlist as it interrupts registration processes.

- Tracked by school/college, department, and subject, and reported to Academic Affairs.

In extenuating circumstances, changes can be requested by an authorized department scheduler **up to three weeks** prior **to the semester start date**. All requests must include a clear justification in the Comments field of the section scheduling software, *plus* dean's office approval (via approval workflows) to the ASO before processing can begin.

High-Impact changes **requiring** justification and dean's office approval include:

- Cancellation of high-enrolled sections where actual enrollment exceeds 50% of the maximum enrollment (or 10+ students, whichever is greater),

- Schedule Type and/or Instructional Method codes,

- Part of Term code,

- Credit Ratio (variable ratio where any students have registered),

- Campus (Budget) code,

- Meeting pattern (day and/or time),

- Field experience/excursion dates,

- Classroom/Lab assignment:

    o moving to a different room and/or building (subject to space availability),

    o result of cross-list removal that leaves a section without a room, and

- Extenuating circumstances (as defined by your dean's office)

High-Impact changes that **do *not* require** dean's office approval (but may prompt notification) include:

- ADA accommodations for faculty or student (as confirmed by Accessibility Services),

- Cancellation of low-enrolled sections where <u>actual</u> enrollment does not exceed 50% of section <u>maximum</u> enrollment (or 10 students, whichever is greater),

- Credit Ratio (variable ratio where <u>no</u> students have registered),

- Grade Mode,

- Restriction changes (Field of Study, UAS, Program, etc.) approved through the Curriculum Office,

- Classroom/Lab assignment due to equipment failure (must be reported to Media Services),

- Faculty assignments (when submitted thru scheduling software for ASO processing),

- Course/Lab fee corrections (due to data entry error),

- Re-activating canceled section (subject to space availability), and

- Adding new section (subject to space availability).

It is considered an <u>inappropriate</u> scheduling practice to cancel a section and re-add it with different coding *simply to avoid the dean's office written approval.* The Academic Scheduling Office retains the right to require *or* waive the dean's office written approval at their discretion.

Course Section Subtitle

Subtitles <u>must</u> be added to "Topics" course sections, and to sections that require a separation when they meet the following criteria:

- "Topics" courses (repeatable) that vary based on:
    - student demand or development needs,
    - current industry demand,
    - current global issues, or
    - for piloting of a new course (limited through curriculum).
- Private Lesson courses (by instrument).
- Independent Study courses.
- Courses approved for Int'l Study Abroad program (to denote country).

To ensure students have a clear understanding of what they're registering for *as they register,* the Academic Scheduling Office reserves the right to limit student registration (decrease enrollment max to "0" and hide from student views) when a subtitle has not been provided by the academic department.

Section subtitles carry the same restrictions as a course Transcript Title, including:

- Must retain the integrity of the course 'Transcript Title' (limit abbreviations).
- Total of 30 characters or less (including transcript title, subtitle, and special designations).

- o Special characters:
    - o Use roman numerals (I, II, III) NOT numbers (1, 2, 3).
    - o May use (/), (-), or (--) with no spaces on either side.
    - o Do NOT use any other special characters (i.e., NO periods, commas, colons, apostrophes, or '&').

Live Interactive (LI)

University students and high school concurrent enrollment students can participate in Live Interactive classes taught in real-time from a variety of regional sites via a fully interactive conference. Students can ask questions, interact, and communicate with their instructor and fellow classmates who are participating from multiple locations as if they were all in the same classroom.

While the management of LI sections is coordinated by UVU's Concurrent Enrollment office (in coordination with Media Services), the actual scheduling of LI "home" sections is the responsibility of the academic department who maintains the curriculum. Specific scheduling rules apply to all live-interactive sections and depend on location and audience. Department chairs and authorized schedulers are expected to follow the Scheduling Rules as published on the ASO web page each academic year, in combination with current guidelines.

Refer to current "Scheduling Rules" published on the ASO web site for more information.

Online (Internet)

Lectures are taught 100% online through Canvas. There is no place-bound requirement to meet on specific days or at specific times (asynchronous).

All certified online courses, with associated instructors, are identified via the Certified Flex Course List. If the course is not certified, faculty should submit the course syllabus for review to the Office of Teaching and Learning. If a faculty member is not certified, they may complete online instructor training through OTL.

An audit will be run after Phase 1 - Initial Review, and again after the start of the term (week 2) to reconcile active online sections with the Certified Flex Course List. Reports will be made available to deans and the Provost. For more information, see the Online Teaching Academy, https://www.uvu.edu/otl/faculty/ota.html.

Space Assignment Changes

Unauthorized changes to the time or place of an active section could potentially create a violation of UVU Policy 710, Clery Act Compliance, and shall not be made or communicated to students for any reason before:

- a formal request is submitted via designated scheduling software, *or*
- a formal request from the department chair or authorized scheduler via email (applies to same day / urgent requests only), *and*
- processing is complete and an email confirmation is received from the ASO.

Room changes may accompany enrollment increase/decrease requests. If space is available, the enrollment increase/decrease will be processed to meet student demand. The adjustments can serve the needs of other sections and boost the university's utilization rates with accurate state reporting.

ASO reserves the right to modify general classroom assignments at any time when:

- an ADA request is approved (added or modified) by Accessibility Services, and/or
- actual enrollment does not meet an academic department's expected enrollment.

Low-Enrolled Sections

Courses that require general classroom or lab space that are active but do not receive sufficient enrollment within four weeks of the semester start date are subject to cancellation as determined by the Office of Academic Affairs. **Cancellation of low-enrolled sections is not automatic;** the department chair or an authorized department scheduler must submit a cancellation request (via scheduling software) to the ASO for processing.

Sufficient enrollment is defined as ten or more students. Colleges and/or departments may set their own standards for low-enrolled sections providing the enrollment number is not lower than ten students.

Cross-listing

There are three different types of cross-listing defined here:

- SIS -- course level,

- SIS -- section level (generally a sub-set of course level cross-listing), *and*

- LMS -- section level.

Curriculum Level

Curriculum cross-listing in the SIS provides a way for the same course content to be shared by multiple departments and provides a degree of visibility (via subject code) in a student's transcript.

Courses must use the same course number, title, description, special designation (if applicable), credit ratio, pre-/co-requisites, CLOs, and course-work requirements. For more information, contact your UCC representative.

Section Level

In addition to published curriculum rules, cross-listing at the section level in the SIS and scheduling software requires using the same schedule type, instructional method, meeting pattern(s), building/room assignment(s) and instructor(s) % of responsibility on each section.

If cross-listing with a "special topics" course, the course number must be similar, and a subtitle is required.

- In some cases, cross-listing a 5000-level graduate course with a 6000-level graduate course is acceptable. Refer to the Graduate Council for more information.

- USHE Policy R470 *(section 5.2)* specifically states:

  "5.2. Lower-Division Courses (1000-2999): These courses are for students beginning in the study of a discipline. Lower-division courses offer breadth, foundation, general education, preparation for employment, or preparation for continued study and may serve as prerequisites for upper-division courses. Within the same institution, a lower-division course may not be cross listed with an upper-division course."

The "Cross-List Maximum Enrollment" number drives when registration in **all sections** of a group will close and supersedes each individual section's maximum enrollment number. This number should reflect the total of all sections in the group for Faculty Workload to calculate properly. For example:

Group A	Section		Group B	Section
25	001		25	001
25	002		25	002
25	003		25	003
75			**25**	

A "blanket" number *(i.e., 100, 999, etc.)* is not allowed as a group maximum for any cross-listing.

LMS Level

This is NOT the same as course and/or section level cross-listing. LMS cross-listing simply provides a way to **combine** two or more sections within the LMS to make grading and content updates easier for faculty throughout a semester. Restrictions apply. See Cross-listing Courses in Canvas for more information.

Section Visibility

The university cannot in good faith advertise a face-to-face section to students when a space assignment has not been confirmed. Sections that require, but do not receive, a general classroom assignment in the automated process will be made visible and open to registration *only after a space can be confirmed by the ASO.*

Sections are made visible to student view to aid in student planning several weeks prior to registration opening. Face-to-Face sections can be **hidden** from student view and registration by request from an authorized department scheduler. However:

- the general classroom or lab assignment will be forfeited to the ASO,

- the maximum enrollment will be decreased to "0", and

- the instructor assignment will be removed.

Making the section **visible** to students and open for registration later is subject to:

- general classroom or lab availability, and
- the maximum capacity of the available space.

Excess sections should not be added until needed to support student demand.

Supplemental Instruction Time

Supplemental instruction time is instructor-led time and space directly related to an academic course section for a related purpose *(i.e., instructor-led study sessions, content review, tutoring, make-up test, etc.).*

Requests must:

- adhere to **Fall / Spring** (or **Summer**) Standard Meeting Pattern start times,
- be directly related to an academic course section (includes a CRN),
- be submitted by an authorized department scheduler, and
- be submitted a minimum of 3 - 5 business days in advance of need.

Requests are:

- processed <u>after</u> the first week of a term (follows the placement of academic course sections),
- subject to review, approval, and space availability,
- <u>not</u> processed by the **Event Services** office, *and*
- <u>not</u> confirmed until you receive an email confirmation from the **Academic Scheduling** office via 25Live.

Did you know...?

1. Students cannot be required to attend supplemental sessions.

2. Due to limited general space, volume of requests, scheduling complexities, and facility and/or security requirements, the following requests <u>cannot</u> be accommodated:

   o **Finals Week**,
   o campus/holiday closures, or
   o regularly during prime-time hours* (8am – 2:15pm).

      UVU tutoring labs may request space for the full semester and/or during prime time when necessary but are subject to space availability.

3. Supplemental time is scheduled <u>only</u> in 25Live -- *it is never reflected in Banner.* As **Kaltura** reads only from the section details in Banner, supplemental meeting times cannot be recorded.

4. Food (including catering) is <u>not</u> allowed in academic classrooms or laboratories.

5. If additional resources are necessary (e.g., microphone, lighting, tables, etc.), please contact **Event Services** for assistance <u>after</u> a space is confirmed by Academic Scheduling.

6. If you need / want to use a space, it must be properly requested and confirmed by the Academic Scheduling Office *first*. *No squatters!*

Instructor Activation, Assignment & Classification

Following the hiring process, People & Culture will create an instructor UVID *(for contract or adjunct faculty)* in the SIS. They will also create a UVID for paid Instructional Assistant positions. The academic department chair *(or an authorized department scheduler)* may then submit an **Instructor Activation form** (available on the ASO web page). This process is necessary to:

- Assign the Instructor / IA to a specific department,
- Make the record available in Banner's Instructor Verification tool,
- Allow for assignments and related Canvas access, and
- Give the Instructor / IA access to Banner's Faculty tab in myUVU.

Requirements

- **Contract Faculty** (and Area Coordinators) must have completed the entire hiring process, including an ePAF (electronic personnel action form). They must also be reflected in the correct position/department as shown in the Online Org Chart before submitting a request. If the information is not correct, contact People & Culture for assistance.

- **Adjunct Faculty** and **Instructional Assistants** (IAs) must have completed the entire hiring process, including an ePAF. These positions may/may not be reflected in the Online Org Chart.

- Activation requests are accepted from authorized department schedulers only.

- The "Activation Percentage" does <u>not</u> affect workload. It is:

  o 100%, indicating the instructor (or IA) is only working for <u>one</u> department, and
  o Is <u>not</u> the same as the teaching responsibility (workload).

- It is the supervisor's responsibility to ensure that FERPA training is completed annually. If FERPA training is not complete, access may not be granted or could be revoked. Please contact the Registrar's Office at studentsysaccess@uvu.edu with any FERPA questions.

- Non-UVU employees are processed through the Registrar's Office. Refer to UVU Service Center > Accounts and Access > Banner Student System Access.

Classifications

Access to the LMS follows these classifications:

Contract faculty (and Area Coordinators) can be activated up to one semester prior to the semester they will begin teaching (or coordinating). This allows access to the LMS and myUVU prior to the first day of class.

Adjunct instructors can be activated for the semester in which they are hired to begin teaching. This allows access to the LMS and myUVU prior to the first day of class, but the access should only be used for preparation purposes. The university cannot expect or encourage adjunct instructors to do any work until they're being paid by the university.

Instructional Assistants can only be assigned to sections in the current semester. Their records will be visible as an option in the Instructor Verification tool. For information on LMS access, refer to https://www.uvu.edu/canvas/.

Assignments

Instructor (Contract or Adjunct)

- "Workload Percentage" should reflect the amount of responsibility an Instructor has for a course section (between 1% – 100%).

- Where multiple instructors exist, the combined assignments must total 100%.

- Instructors can be assigned by an authorized scheduler of the academic department by using the Instructor Verification tool in myUVU.

- Once listed on a course section in the SIS, the information is automatically routed to the LMS.

Area Coordinator

- Area Coordinators can be assigned by an authorized scheduler (may require Financial Manager approval).

- Do NOT have teaching responsibilities. They are:

  o added to section(s) at "0%" responsibility for each course section they're coordinating, *and*

  o may be compensated by the academic department.

  o SRIs are not sent to students for Area Coordinator reviews.

- Once listed on a course section in the SIS, the information is automatically routed to the LMS.

Instructional Assistant

- "Workload Percentage" is assigned by the Academic Scheduling office when a written request is made by an authorized scheduler of the academic department.

- Assignments must be:

  o listed in the SIS at "0% Responsibility" for each section they're assisting with, and

  o paid as a part-time employee by the academic department.

- Do NOT have teaching responsibilities.

- SRIs are not sent to students for Instructional Assistant reviews.

- Once listed on a course section in the SIS, the information is automatically routed to the LMS.

See https://www.uvu.edu/biservices/faculty-workload.html for more information on faculty workload policy.

9. STANDARD MEETING PATTERNS ("BELL SCHEDULE")

Standard meeting patterns are critical to student schedules and utilization. Changing a meeting pattern (day and/or time) after registration begins creates student schedule conflicts and requires the dean's office approval to process.

Departments shall schedule according to these standards unless a meeting pattern exception has been approved by the ASC for a specific period (applies to general classrooms and specialized labs). See "Meeting Pattern Exception Request" in this document for more information.

See ASO's Meeting Patterns site for graphic representations of contact hour scheduling options. *Note the standardized time blocks for summer term are different from those for fall and spring.*

Scheduling Key (by contact hour)

Contact Hours	Semester Fall / Spring	Scheduling Options
1	**1 - Full** 15 WEEKS	• Requires 50 minutes per week. • Schedule one 50-minute block on any day. • Follow the standard <u>start</u> time of a 3-contact hour meeting pattern.
	Block 7 1/2 WEEKS	• Requires 100 minutes per week. • Schedule one 50-minute block each day (MW or TR). • Follow the standard <u>start</u> time of a 3-contact hour meeting pattern.
2	**1 - Full** 15 WEEKS	• Requires 100 minutes per week. • Schedule one 50-minute block each day (MW or TR). • Follow the standard <u>start</u> time of a 3-contact hour meeting pattern.

	Block 7 1/2 WEEKS	• Requires 200 minutes per week.
		 • Schedule one 50-minute block each day (MTWR), OR
		     o One 100-minute block each day (MW or TR), or
		     o One 75-minute block each day (MW beginning at 1:00pm) plus one 50-minute block (F), or
		     o One 75-minute block each day (TR) **plus** one 50-minute block (F).
		 • Follow the standard <u>start</u> time of a 4-contact hour meeting pattern.

3	**1 - Full** 15 WEEKS	• Requires 150 minutes per week.
		 • Schedule one 50-minute block each day (MWF), OR
		     o One 75-minute block each day (MW beginning at 1:00pm), or
		     o One 75-minute block each day (TR).
		 • Follow the standard <u>start</u> times shown in the graphic.

	Block 7 1/2 WEEKS	• Requires 300 minutes per week.
		 • Schedule one 100-minute block each day (MWF), OR
		     o One 150-minute block each day (MW), or
		     o One 150-minute block each day (TR).
		 • Follow the standard <u>start</u> times shown in the graphic.

4	**1 - Full**
	15 WEEKS
		• Requires 200 minutes per week.
		• Schedule one 50-minute block each day (MTWR), OR
		    ○ One 75-minute block each day (MW beginning at 1:00pm) plus one 50-minute block (F), or
		    ○ One 75-minute block each day (TR) plus one 50-minute block (F), or
		    ○ One 100-minute block each day (MW).
		• Follow the standard <u>start</u> times shown in the graphic.

	Block 7 1/2 WEEKS	• Requires 400 minutes per week. • Schedule one 140-minute block each day (MWF), OR ○ One 100-minute block each day (MTWR). • Follow the standard <u>start</u> times shown in the graphic.

5	**1 - Full**
	15 WEEKS
		• Requires 250 minutes per week.
		• Schedule one 50-minute block each day (MTWRF), OR
		    ○ One 100-minute block each day (MW) plus one 50-minute block (F), OR
		    ○ One 125-minute block each day (MW beginning at 4:00pm), OR
		    ○ One 125-minute block each day (TR).
		• Follow the standard <u>start</u> times shown in the graphic.

	Block 7 1/2 WEEKS	• Requires 500 minutes per week. • Schedule one 170-minute block each day (MWF), OR ○ One 140-minute block each day (MTWR). • Follow the standard <u>start</u> times shown in the graphic.

6	**1 - Full**
	15 WEEKS
		• Requires 300 minutes per week.
		• Schedule one 100-minute block each day (MWF), OR
		    ○ One 150-minute block each day (MW), OR
		    ○ One 150-minute block each day (TR).
		• Follow the standard <u>start</u> times shown in the graphic.

	Block 7 1/2 WEEKS	• Requires 600 minutes per week. • Schedule one 150-minute block each day (MWF). • Follow the standard <u>start</u> times shown in the graphic.

Meeting Pattern Exception Requests

In rare instances where a class cannot be scheduled using a standard meeting pattern, a Meeting Pattern Exception Request form may be submitted to the Academic Scheduling Committee for review. This form must be:

- completed in full, including all required signatures,

- submitted to your school/college Academic Scheduling Committee representative to be considered at a future Academic Scheduling Committee meeting, and

- re-submitted for approval each academic year, as needed (or prior to the expiration of a long-term exception).

Academic Scheduling Committee ("ASC") members review exception requests twice a year, and may approve, deny, or table a request:

- **MARCH 1** – deadline for future <u>spring</u> implementation *(to be reviewed during the Academic Scheduling Committee meeting held in March)*

- **OCTOBER 1** – deadline for future <u>fall</u> implementation *(to be reviewed during the Academic Scheduling Committee meeting held in October)*

The committee's decision, and any conditional terms, will be communicated to the requesting department via email from the Academic Scheduling Office.

Classes utilizing discipline-specific (dedicated) laboratory space shall align, whenever possible, with standard meeting patterns.

Authorized cohort programs, courses with lab-only hours, and departments authorized to pre-schedule discipline-specific laboratory space may be considered for a long-term exception. All are subject to utilization audits, and conditions may apply.

10. SPACE OCCUPANCY, CAPACITY, & UTILIZATION

The University Infrastructure Committee (UIC) is responsible for assigning, altering, and approving the designation (or re-designation) of a university facility as a schedulable or academic space.

Fire Marshal Review

Student seating capacity is predetermined for each room based on safety requirements. The UVU Fire Marshal and other functional areas are involved in making capacity and safety determinations and will regularly verify compliance. Fire Marshal evaluations are extensive and may include (but are not limited to): electrical loading, furniture loading, special hazards, exiting, ADA requirements, mechanical loading, etc.

Note: The ASO is **not** authorized to increase the capacity of any space without the Fire Marshal's review and written approval. *The evaluations are extensive and are not to be taken lightly.*

Occupancy vs Capacity

Maximum Occupancy refers to the International Building Code (IBC) and is based on the square footage of the space and its exit widths. This number assumes that for some events there may be "standing room" only; it includes chairs, ADA areas, and standing room.

Maximum Capacity is the maximum number of <u>students</u> who can be registered in a course section assigned to a specific space. *Over-enrolling /over-seating a section can place UVU at risk for legal complications.*

Never move tables, chairs, or equipment from one room to another! Doing so creates a shortage in the room they're taken from, and in many cases, creates a safety hazard in the room they're moved to.

Utah statute grants the Board of Regents title and control over institutional facilities and property (U.C.A. 53B-21). Each year, the Board of Regents reviews existing facility inventories and prioritizes additional institutional capital requests based, in part, on a space inventory submitted by each institution.

USHE Policy R751, Institutional Facilities Space Utilization, specifically provides standards for the utilization of classrooms and teaching laboratories, and the reporting of data to measure adherence to those standards. This includes standards for station occupancy (based on room capacity) which the university is required to report. The standard for classroom space is **66.7%** occupancy* of the room's capacity; laboratory space is **80%** occupancy*.

Station occupancy is equal to _actual_ enrollment, not maximum enrollment.

University Facilities is responsible for reporting university facility utilization in accordance with Utah Board of Higher Education Policy R751.

11. FINAL EXAM / ASSESSMENT

UVU Policy 601 - Classroom Instruction and Management

In accordance with UVU Policy 601, faculty members must give a final examination / assessment that takes place during finals week. The assessment can be any assignment the faculty member believes best assesses the students' learning—*if the department allows its faculty that kind of flexibility*.

Faculty members may not give an assessment prior to finals week, nor may they make a final assessment due earlier than the date listed on the Final Exam Schedule.

Final Exam / Assessment

A Final Exam Scheduling tool is available from the ASO home page (includes a printable full academic year schedule). For requirements and frequently asked questions, refer to https://www.uvu.edu/academicscheduling/exam_schedule/index.html.

12. COURSE-BASED FEES

Governed by university policy 607, Course-Based Fees for Credit Courses, fees may be assessed to cover specific, direct costs essential to the educational outcomes for specific course materials when no other dedicated funds are available for the allowable expenses.

- **Description and Use:** Fee amounts are based on the cost of the activity or service for which the fee is being charged. Revenue from course-based fees may only be used to support that activity or service. Apart from equipment replaced on a rotating schedule, course-based fees shall be used each semester for the benefit of the students paying the fees.

- **Account Balances:** Departments may not generate excess funds from course-based fees. To ensure policy compliance, each dean is responsible on an annual basis for monitoring course-based fee revenues, expenses, and fund balances within their college or school. This review shall inform recommendations for fee changes and/or deletions.

  Fee accounts should be reviewed regularly by each department for accuracy. It is the responsibility of each academic department to ensure the correct fees are attached to the appropriate sections and at the approved rate.

- **Fee Disclosure:** Courses with approved fees must provide full disclosure to students in the course syllabi. Each semester's class schedule shall include information about approved course-based fees. Only fees listed in the class schedule shall be assessed for that semester.

Fees cannot be:

o charged for courses assessing differential program tuition,

o added, modified, or deleted during the curriculum process, or

o adjusted off-cycle as this creates data syncing issues, Veterans Affairs implications, and can negatively impact federal financial aid awarded to students.

For more information, see https://www.uvu.edu/academicscheduling/course_fees.html.

13. INCLUSIVE ACCESS (E-BOOKS)

Inclusive Access provides students with access to the eBook and associated course materials on the first day of class. Students incur a Course Materials Charge on their billing statement for each course with approved materials. This charge is typically much less than the cost of a physical textbook. The eBook is connected to the course and available to students on the first day of class through the LMS.

Course Material Integrations (new, modify or cancel) are requested by the academic department chair via an online form. The form submission generates a series of notifications, required actions and signatures which prompt an integration to be installed.

Requirements

- Compliance with UVU Policy 606, Adoption of Course Materials and Textbooks.

- Requests are submitted according to published processes and deadlines:
  o Fall Semester – **MAR 1**
  o Spring Semester - **OCT 1**
  o Summer Semester - **FEB 1**

- Integration is applied to all sections of the same course, regardless of modality (excludes concurrent enrollment students).

- Integration remains in effect until a cancellation request is submitted and confirmed, or the course is deleted through the curriculum process.

Support

General Support

- General support services are available to faculty and students through the LMS.

- UVU Service Desk, https://www.uvu.edu/servicedesk/.

Specialized Faculty Support

The Office of Teaching & Learning provides the following services:

- LMS training,

- instructional design,

- university-specific troubleshooting,

- workshops and OTL lab (new technologies, best practices).

Integration Support

Some faculty and student issues must be addressed by the publisher/vendor. Contact information for approved publisher support can be found here: https://www.uvu.edu/canvas/.

14. PARTNERED OFFICES

Academic Scheduling, https://www.uvu.edu/academicscheduling/

Accessibility Services, https://www.uvu.edu/accessibility-services/

Budget Office, https://www.uvu.edu/budget/

Career & Internship Center, https://www.uvu.edu/career-internship/

Cashier / Bursar, https://www.uvu.edu/cashier/

Concurrent Enrollment, https://www.uvu.edu/concurrent/

Continuing Education, https://www.uvu.edu/ce/

Curriculum, https://www.uvu.edu/curriculumoffice/

Event Services, https://www.uvu.edu/eventservices/

Facilities and Planning, https://www.uvu.edu/facilities/

Financial Aid & Scholarships, https://www.uvu.edu/financialaid/

Learning Systems, https://www.uvu.edu/learningsystems/

Office of Teaching and Learning (OTL), https://www.uvu.edu/otl/

People & Culture, https://www.uvu.edu/peopleandculture/

Registration Services, https://www.uvu.edu/registration/

UVU Online Store (Bookstore), https://store.uvu.edu/

15. RESOURCES

Academic Calendars, https://www.uvu.edu/schedule/

Academic Scheduling Rules, https://www.uvu.edu/academicscheduling/rules.html

Business Intelligence and Research Services, https://www.uvu.edu/birs/

Canvas (LMS), https://www.uvu.edu/canvas/

Course-Based Fees, https://www.uvu.edu/academicscheduling/course_fees.html

Facilities Inventory and Classification Manual (FICM), https://nces.ed.gov/pubs2006/ficm/

Final Exam Schedule, https://www.uvu.edu/academicscheduling/exam_schedule/index.html

Inclusive Access Request, https://www.uvu.edu/canvas/inclusiveaccess.html

IT Services (Banner), https://www.uvu.edu/itservices/business-applications-reporting/banner.html

Master Room List, https://www.uvu.edu/academicscheduling/master_room_list/index.html

National Center for Education Statistics (NCES), https://nces.ed.gov/

Policy Office, https://www.uvu.edu/policies/

Service Desk, https://www.uvu.edu/servicedesk/

Student Assessment (Testing) Services, https://www.uvu.edu/testingservices/

16. REVISION HISTORY

Unless otherwise noted, each revision number reflects minor adjustments.

v1.0 *(draft)* ....January 2020

v2.0 *(AS Committee reviewed)* ....February 2022

v2.1 *(AS Committee reviewed)* .... October 2022

v2.2 ....February 2023

v2.3 ....September 2023

v2.4 .... December 2023