

MARQUETTE UNIVERSITY
Office of the Provost
Academic Policy

TO: Deans, Department Chairs, Administrators in the Undergraduate Colleges, Graduate School, Graduate School of Management and College of Health Sciences Professional, and Members of Committee on Academic Procedures

FROM: Dr. John J. Pauly, Provost

DATE: December 10, 2008

SUBJECT: New Course Scheduling Policy (Revised December 10, 2008)

The attached revision of the Course Scheduling Policy will be in effect for creation of the Fall 2009 schedules and early registration that begins in April 2009.

On October 30, a new Course Scheduling Policy was distributed. I heard from many of you that this new scheduling policy was unworkable. I asked the deans to gather feedback of your issues and provide a response to Anne Deahl, by November 26, that outlined each college/school's primary concerns with the new policy.

While I agreed that we would indeed take feedback and do what we could to adjust the policy, the original goal of the policy was still paramount. That is, to maximize the usage of our current classrooms university-wide and concentrate on improving those classrooms, rather than using our limited resources to build new ones.

In reviewing the feedback it appears that there were two common themes among all of the colleges/schools: 1) the inherent pedagogical problems that resulted in the change of the MW course scheduling block; 2) colleges/schools should be given some freedom to schedule courses in alternative ways, as long as the 'intent' of the policy was maintained. While there were other issues brought to light in the feedback, these were not university concerns, but rather individual faculty scheduling issues. I leave those issues to be addressed by the department chairs or the deans.

That said, we did find a way to adjust the MW block to begin at 2:00pm. In order to accomplish this and maintain our goal, the lost 2:00-4:00pm classroom utilization had to be replaced. This was accomplished by changing the 8:00am portion of the policy (see #5 of the attached). Each college/school will now offer 7% of their courses at each 8:00am time block, rather than the previous 5%. Additionally, the request relating to scheduling courses within the 'intent' of the policy is now incorporated into #2 and #3 of the attached policy.

This revised policy addresses your primary concerns and still allows us to achieve our goal of maximum classroom utilization. I thank you for your willingness to participate in the compromise necessary to accomplish the goal and yet restore some aspects of the schedule that was requested in the feedback.

cc: Georgia McRae, University Registrar

MARQUETTE UNIVERSITY

**COURSE SCHEDULING POLICY (Revised Dec 10, 2008)
(Effective Fall 2009)**

This Course Scheduling Policy is intended to regulate all Undergraduate, Graduate, Graduate School of Management and Health Sciences Professional courses that require a classroom in which to teach their courses.

1. The academic units and the Office of the Registrar will schedule all three-credit classes, that start before 4:00pm on Monday-Friday, using the following standard:

MONDAY-WEDNESDAY-FRIDAY	
(MWF)	
8:00-8:50	12:00-12:50
9:00-9:50	1:00-1:50
10:00-10:50	2:00-2:50
11:00-11:50	3:00-3:50

MONDAY – WEDNESDAY
(MW)
2:00-3:15
3:30-4:45

TUESDAY – THURSDAY	
(TTH)	
8:00-9:15	12:30-1:45
9:30-10:45	2:00-3:15
11:00-12:15	3:30-4:45

2. Courses offered for fewer or more than three credits must utilize the days and corresponding start times listed above; however, the end times may be adjusted to accommodate the Contact Hour Requirements of this policy (#8 below). In this process, the colleges/schools must create a schedule for these courses that utilizes the classrooms as intended in the policy (e.g., three-one credit courses = 1 Monday class offered from 9-9:50am, 1 Wednesday class offered from 9-9:50am and 1 Friday class offered from 9-9:50am; Three-two credit courses = 1 Monday class offered from 8-9:50am, 1 Wednesday class offered from 8-9:50am and 1 Friday class offered from 8-9:50am).
3. Courses that are offered for three credits and colleges/schools who wish to utilize a more consolidated block of time, may do so, as long as these courses meet the Contact Hour Requirements of this policy (#8 below) and utilize the classrooms as intended in the policy (e.g., a three-credit course that meets only on Monday, may meet from 2-4:45pm, as long as it is paired with another course that meets only on Wednesday from 2-4:45pm.; a three-credit course that meets only on Monday from 8-10:50am, must be paired with a Wednesday course and another Friday course that meet at the same time.). If this is not possible, then, these courses fit into the criteria of #4 below.
4. Courses that meet on alternative day combinations or time blocks may do so, as long as: 1) the course starts no earlier than 4:00pm; 2) the course starts on the hour or the half-hour; 3) classrooms are available; 4) the Contact Hour Requirements are met (#8 below).
5. A minimum of 7% of all courses offered by each college/school must start in each of the approved 8:00am time blocks.
6. Colleges/Schools may offer no more than 9% of their courses in any one time block.
7. The following courses are bound only by the Contact Hour Requirements of this policy: 1) weekend courses (courses offered Friday, 4:00pm-Sunday); 2) courses that are taught off-campus;

3) any graduate or professional course taught on campus, whose enrollment does not include undergraduate students, and is taught in a room not normally scheduled by the Office of the Registrar.

8. Contact Hour Requirements: for each credit earned, all lecture/seminar/colloquium courses must meet a minimum of 50 minutes per week while Independent Study/Research courses must involve a minimum workload for the student as follows:
 - 1 credit = 50 minutes per week
 - 2 credits = 100 minutes per week
 - 3 credits = 150 minutes per week
 - 4 credits = 200 minutes per week
 - 5 credits = 250 minutes per week

9. The Office of the Registrar will factor in the pedagogical needs and the expected enrollment of courses to assign all General Pool classrooms. Once these classrooms are assigned, no course will be moved to another classroom except for two conditions:
 - The enrollment exceeds the classroom capacity
 - ADA issues of faculty or students

10. Any exceptions to this policy must be submitted in writing to the Office of the Provost for approval.