

## SCHEDULING OF INSTRUCTION AND EXAMINATIONS

### **Section I: Scheduling of Instruction**

#### A. *General*

1. *The Scheduling of Instruction and Facilities. The University Schedule of Classes* shall achieve a coordination of all instructional personnel, space, and related facilities with the curricular needs of students in each classification and shall be the responsibility of the schedule deputies for the several schools and departments working with the administrative coordinator of Space Management and AcSMAS, who is authorized to prescribe such regulations and procedures as required to accomplish an efficient and effective operation.
  - a) The administrative coordinator of schedules and space has the responsibility to direct and coordinate the systems and procedures necessary to schedule students in accordance with this master schedule, and to provide related management reports. The objective of these procedures is to maximize the probability of students receiving their choice of courses within the constraints of available resources.
  - b) The curriculum schedule deputies, representing student counseling area, have the responsibility for (1) estimating the number of students from their curricula that are to enroll in specific courses in the various departments throughout the University and (2) communicating the pattern of courses required by their students to aid in the determination of a nonconflicting master time schedule (*Schedule of Classes*).
  - c) The departmental schedule deputies, representing subject matter areas and/or departments of instruction, have the responsibility for (1) reviewing the total course requests made by the schools upon their departments in order to balance the requests against available resources and (2) developing a compatible departmental schedule within available time and course requirement constraints. In essence, the departmental schedule deputy manages the department's resources and is responsible for their efficient utilization.
  - d) For more specific information, the *Schedule Deputy Manual*, prepared by SMAS for use by the schedule deputies, is available for detail references.
  - e) This deputy system of management is a decentralized form of management which permits autonomy of operation within certain coordinate scheduling constraints and the proportionate allocation of available resources. It allows each of the various schools and departments respectively to have a voice in the joint

- f) determination of appropriate curricular offerings, as well as accommodating unique but compatible departmental requirements while working within the framework of existing University policies and available resources.
2. *The Scheduling of Students.* The scheduling of students for their assigned courses shall be done in accordance with the *Schedule of Classes* and the registration procedures and regulations designed to achieve the desired distribution of enrollment in the several divisions of a given course.
3. *Instructor Selection.\** A program of instructor selection shall be available to students. The registrar and the SMAS shall administer this scheduling option in accordance with the following:
  - a) The instructor selection option will be available only during preregistration.
  - b) Students will be able to select the course and instructor but no the time that the division or section is offered.
  - c) Maximum flexibility is preserved both for the departments in changing instructor assignments as needed, and for the students in being able to complete schedules for degree requirements.
  - d) None of the above will affect the practice of permitting graduate students to select divisions.

All departments, to the extent that they are able, shall list on the schedule manuscript the names of instructors associated with each course. These names should be printed in the *Schedule of Classes*.

4. *Changes in the Schedule of Classes.* The official schedule of classes for a given session shall be modified only by joint action of the department head, departmental schedule deputy, and the administrative coordinator of schedules and space. An instructor shall not make an unauthorized change in the time and place scheduled for classes assigned to him. [or her].

## B. *Hours of Operation*

1. *Regular Class Hours.* To further promote the development of nonconflicting time patterns and thereby improve the potential course selectivity of student schedules and efficient use of

resources, classes will be scheduled at regular intervals beginning at 7:30 a.m., include the noon hour, and close at 5:20 p.m. Monday through Friday. On Saturday, classes will close at 12:20 p.m.\*

2. *Academic Exercises Outside Regular Hours.* In general, no instructor is permitted to schedule as a requirement of a course any academic exercise outside the regular hours except for approved field trips, selected evening courses, and evening examination. (Procedures for these exceptions are noted later.) Other exceptions to this provision may be authorized by the Office of the Provost. Exceptions will be guided by the principle that they will not interfere with the recognized study obligations of students in other departments or involve changes to anticipate classes scheduled immediately before or immediately after vacation periods.\*
3. *Field Trips.* Class field trips may be taken with approval of the school dean. Information concerning the students involved in any such trips and pertinent data regarding the trips should be sent prior to the trip to the Office of the Dean of Students by the staff members in charge. Forms for this purpose may be obtained by calling this office. In all cases where group absences apply, students should be directed to contact their other instructors as far in advance as possible in order to arrange making up work to be missed.

Student travel for instruction or inspection trips which are required will be listed in the Purdue University catalogs. If students must incur lodging and meal expenses, this will be stated. It is acceptable to have a general statement covering the requirements of a particular department. Requests for nonrequired trips are to be processed two weeks in advance of the trip through normal academic channels. The business administrator of each school will calculate the fees charged for each field trip and authorize the collection of these fees by the department. (See Business Manager Memo No. 102).

4. *Evening Instruction.\** Some courses appearing in the University catalog may be offered in the evening on the West Lafayette Campus. These courses are classified as regular evening courses or as special evening classes. Procedures of arranging for an evening course are outlined below:
  - a) *Regular Evening Courses.* Courses so identified will be arranged by the head of the instructional department in the same manner as are all regular offerings and will require prior approval of the Office of the Provost. Requests to hold lower-, upper-, or dual-level courses (00-599) in the evening should be forwarded in writing by the

department head to the Office of the Provost via the Office of Schedules and Space explaining the requested exception to policy. Graduate-level courses (600-699) may be held in the evening and scheduled in the regular manner.

- b) **Special Evening Classes.** Classes so designated will be arranged through Continuing Education with the approval of the appropriate academic department head and dean. They will *not* be listed in the regular semester *Schedule of Classes*. Occasionally, regular students paying full-time student fees may wish to enroll. In such cases, Continuing Education Administration may approve upon the written request of the instructional department head. No additional fee will be charged to full-time students who are permitted to enroll, unless the specific course or courses have extra or special fees associated with them.

## *SECTION II SCHEDULING OF EXAMINATIONS*

**Preamble** As a general policy, evening examinations should be requested only when such examinations are clearly to the advantage of the majority of students involved.

### **A. *Evening Examinations\****

1. The Office of Schedules and Space will schedule examinations as requested under the provisions of this policy. Such scheduling will be subject to limitations on available facilities and will be based on the concept of minimizing the number of students scheduled for more than one examination at the same time.
2. Evening examinations will be scheduled when requested for multi-division courses whose daytime classrooms and schedule prohibit effective common examinations during regular class periods.
3. Single division course evening exams are not encouraged and may be requested only under the most unusual circumstances (e.g., space limitations preclude the establishment of valid examining environment) and after the personal review of the department head.
4. Graduate level courses (600 level) are exempted from this policy.
5. Evening examinations may be scheduled during either of the following periods:

7:00 to 8:00

8:30 to 9:30

As an exception, when the Hall of Music is used for two examina-

\*University Senate Document 77-27 approved September 25, 1978, and University Senate Document 82-5, approved February 21, 1983.

tions in a single evening, the exams are to be scheduled for the following periods:

6:45 to 7:45

8:45 to 9:45

In all cases the testing period should be restricted to 60 minutes, unless a multiple period evening examination has been requested.

6. Multiple period evening examinations may be requested only when the unique nature of the course as testified by the department head precludes effective testing within the regular 60 minute evening examination period.
7. Examinations will be held on Tuesday, Wednesday, and Thursday. As an exception, examinations on the Tuesday preceding the Wednesday through Saturday Thanksgiving vacation are not permitted. However, the Monday evening preceding the Thanksgiving vacation may be used for examinations, but only if the Wednesday or Thursday of the previous week is not available due to schedule conflicts.
8. For all examination periods scheduled, roughly equivalent regular class periods are to be omitted. Omitted meetings are to be selected by the instructor according to the principle that meetings for each course should be distributed uniformly over its assigned term of instruction.
9. Requests for the scheduling of evening examinations shall conform to the following procedures:
  - a) Requests shall be forwarded to the Office of Schedules and Space by and with the approval of the departmental schedule deputy. The request should include a preferred date and two alternative dates (one of which should be in another week) for each evening exam requested.
    - (1) Multidivision courses at the 100 and 200 level must submit requests at the time departments submit their schedule of classes. A statement that these courses require evening examinations will be printed in the *Schedule of Classes*.
    - (2) If possible, all other courses requesting evening examinations should submit requests at the same time departments submit their schedule of classes. These courses will also be identified in the *Schedule of Classes*.
    - (3) If after the beginning of classes it becomes necessary to submit a request for an evening examination not previously scheduled, this request should be submitted at least two weeks prior to the proposed examination date. These requests will be honored only as space and the principle of conflict minimization permit.

- (4) Scheduled times for evening examinations may be changed after the beginning of the semester providing a request for the change is submitted at least two weeks in advance of the earlier of the two scheduled dates. These requests will be honored only as space and the principle of conflict minimization permit. Changes in scheduled examinations should be avoided as much as possible. In particular, requests for changes in scheduled examinations in 100- and 200-level courses should be requested only under the most unusual circumstances.
- b) Examinations coincident with convocations, intercollegiate athletic events, and student activities will be avoided if possible; but if necessary, such examinations may be scheduled on the premise that the examination process takes priority over any of these events. In this case, the Office of Schedules and Space has the authority to start the first period of evening exams as early as 6:30 p.m.
  - c) Conflicts shall be resolved as follows:\*
- (1) In case of examination conflicts (exams scheduled for the same student at the same time), the conflict should be resolved by the course instructors provided that the student informs them of the conflict. If the instructors cannot resolve the conflict, the student may elect the course in which he/she is to be examined and should so inform both instructors prior to the examination.
  - (2) In case of examination conflicts with a scheduled evening course, the affected student, after consultation with the instructors involved, may elect the alternative at the scheduled time which is most appropriate to his/her academic interests.
  - (3) Other conflicts should be resolved between the instructor and the student. If conflict resolution is not possible, the examination shall take precedence, subject to appeal through the head of the department in which the course is offered.
  - (4) The Office of the Dean of Students will be available for assistance in conflict resolution.

10. The Office of the Provost shall implement a procedure to inform faculty and students of the academic regulations governing the scheduling and conducting of evening examinations.

B. *Scheduling at the End of the Semester*

1. *Policy.* During the last six days (or sixteenth week) of each regular semester and the last three days of each summer session, each class, with some specified exceptions, will be scheduled for a single two-hour meeting in lieu of the regular class schedule. This special schedule makes it possible for all faculty to use this period in any way they deem suitable including giving a final examination with the intent that the semester remain sixteen weeks in length. (For more complete description of the policy and procedures involved refer to: Part O, "Academic, Conduct, and Student Organization Regulations," pages 1 to 3).

2. *Restriction of Group Activities and Organization Programs During Final Examination Periods\**

It is strongly recommended that no extracurricular activity requiring student participation be scheduled by the faculty and staff at the West Lafayette campus during or immediately prior to periods in either semester, or the summer session, when final examinations are given.

The purpose of such voluntary restriction of extracurricular activities is to protect and enhance the opportunities for preparation, review, and study as well as to minimize physical, emotional, and mental strain on students during such periods.

In event there is no alternative to scheduling extracurricular activities during the periods specified, student participation must be on a voluntary basis.

A student who feels compelled to participate in an extracurricular activity at the expense of time needed for study and preparation for an exam, is encouraged to carry his concern to any appropriate University agency.

These restrictions apply, but are not limited, to events such as organized intramural and extramural athletics, concerts given by units of the University Band, Choir, or Glee Club, military reviews, live theatre presentations which require the participation of University students, house dances, trade dinners, and trade parties. Convocation programs should not be scheduled during this period.

The restriction imposed on organized group activity is not intended to interfere in any way with individual use of University recreational facilities. Campus installations such as the Recreational Gymnasium, swimming pools, ice rink, tennis courts

bowling alleys, and Union music and browsing room will be available during the reading and examination periods for recreational use at the discretion of the individual student. Movies and dances sponsored by University agencies, without involving student managerial responsibility or work time, are permitted.

These restrictions are not applicable to the activities of the individual students when such activities have no connection with the University.\*

3. *Procedures for Requesting Changes to the Final Examination Class Schedule.* Approval of changes in the final examination schedule will be made by the Educational Policy Committee of the University Senate. Requests for such changes should be submitted in writing indicating why it is felt that a change is needed. Such requests should first be submitted to the schedule deputy who, acting as the department head's or dean's representative for scheduling matters, may choose not to approve the request or else forward it to the Educational Policy Committee for consideration with comments and/or recommendations. The decision of the Educational Policy Committee will be forwarded in writing to the schedule deputy with copies to the Offices of the Provost and Schedules and Space. No changes should be requested which are in conflict with the policies in Part O, "Academic Regulations and Procedures," pages 1 to 3 unless there is a general University emergency.\*\*

If an appeal to the decision of the Educational Policy Committee is desired, it may be sent in writing directly to the Office of the Provost who will make a final determination. Copies of this decision will be forwarded to the Educational Policy Committee, the Office of Schedules and Space, and the departmental schedule deputy.\*\*\*

\*University Senate Document 72-7, approved October 16, 1972.

\*\*University Senate Document 80-13, approved 20 April 1981.

\*\*\*Memo from the Office of Schedules and Space to the Office of the Provost and Chairman of the Educational Policy Committee regarding requests for changes to the final examination schedule, dated March 29, 1974.