

Petition for Exception to Teach During Non-Standard Days/Times

Washington University now requires all fall and spring classes scheduled in University-managed (pooled) classrooms to adhere to a standard set of meeting days and times. Ensuring that courses meet during approved days/times is beneficial to the University as it allows for a greater distribution of classes throughout the day, reduces the number of course time conflicts for students, reduces the number of courses that must be capped due to room size, and facilitates better matches of rooms with instructors' teaching needs.

If an instructor needs to meet outside of the standard teaching days/times, a petition for an exception must be submitted, as outlined below. Each petition will be reviewed by the University Scheduling Exemption Committee.

A separate form must be filled out for each course and each section of a course. Approved course meeting day/time exceptions will be re-evaluated every two years. At that time, you may be required to re-submit your request. Refer to the standard scheduling guidelines on pages 2 and 3 of this document.

GENERAL INFORMATION:

Academic Department/Program: _____

Requestor's name: _____

(All communication regarding this petition will take place with the requestor. The requestor is responsible for communicating the decision of the committee with all interested individuals in his/her department/program)

Email: _____ Phone: _____ Campus Box: _____

COURSE INFORMATION:

Department: _____ Course Number: _____ Section: _____ Subsection (lab, discussion): _____
(e.g. L43) (e.g. 343) (e.g. 01) (e.g. A)

Course Title: _____

Semester: _____ Day(s): _____ Begin Time: _____ End Time: _____

Course Frequency:

- | | |
|---|---|
| <input type="checkbox"/> Annually | <input type="checkbox"/> Every 3 rd Semester |
| <input type="checkbox"/> Every Semester | <input type="checkbox"/> Frequency Unpredictable |
| <input type="checkbox"/> Every 1 or 2 Years | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Every 2 Years | |

of Units: _____ Semester course was last offered: _____

Full name of instructor (if different from requestor's name above): _____

REASON FOR PETITION (describe why it is necessary for this course to meet outside of the standard days/times):

REQUIRED SIGNATURES:

Instructor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Submit completed forms to Jill Fechtman, Office of Student Records, Campus Box 1143, fax 935-4268.

COMMITTEE ACTION:

- | | | |
|--|-------------|--|
| <input type="checkbox"/> Petition Approved | Date: _____ | Requestor Notified <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Petition Denied | Date: _____ | Requestor Notified <input type="checkbox"/> Y <input type="checkbox"/> N |
| <input type="checkbox"/> Petition Pending Additional Information | Date: _____ | Requestor Notified <input type="checkbox"/> Y <input type="checkbox"/> N |

Committee Comments/Recommendations: _____

UNIVERSITY MANAGED (POOLED) CLASSROOM SCHEDULING POLICY

Assignment of Classes and University-Managed Classroom Scheduling

- Undergraduate classes start 7 minutes after the scheduled time; University College classes start at the scheduled time.
- Departments are encouraged to spread the times of their classes between 8:00 a.m. to 4:00 p.m. minimizing the number of classes held during the prime times (10:00 a.m. to 3:00 p.m.). This includes the summer semester.
- For classes that meet 1 day a week in 1.5-hour time slots, the schedule should follow the schedule for classes held 2 days a week in a 1.5-hour time slot. Classes should start at 8:30am, 10:00am, 11:30am, 1:00pm, 2:30pm or 4:00pm.
- For classes that meet 1 day a week in 1-hour time slots, calculus and general chemistry subsection times are grandfathered.
- Departments are discouraged from requesting classrooms seating more than 1.25 times the enrollment, due to inefficient use of the University-managed classrooms.
- When courses are entered on-line into the course-listings system (WUCRSL), administrators have the ability to specify certain room requirements (e.g. a/v equipment). Instructors should let their departmental contacts know when certain multimedia or other teaching resources are absolutely required, so that their classes will be assigned to appropriate spaces.
- The day and time of a class offering can have an impact on the availability of rooms. Instructors should check with departmental contacts to determine the impact of offering various courses at non-prime times. Each contact has access to the recommended standard class times. Beginning with FL2009 scheduling, classes wishing to be taught during non-standard times must petition the Scheduling Committee for approval.
- Classes are scheduled into the University-managed classrooms by the Office of Student Records, which also handles other academic and class-related scheduling such as exams, review sessions, etc. For scheduling of classes and class-related events, contact the Office of Student Records:
 - John Pingree at 935-4145 (jpingree@wustl.edu),
 - Jill Fechtman at 935-9818 (jfechtman@wustl.edu).
- Special events and non-academic scheduling into the University-managed classrooms, as well as event scheduling for student organizations, is handled by the Event Services Office (<http://eventservices.wustl.edu/>).
- ***Any exceptions to the standard class times (listed in the table on the next page) must receive approval from the University Scheduling Exemption Committee (this rule takes effect beginning with scheduling for the fall 2009 semester)***

(Questions about the scheduling process may be directed to Jill Fechtman at 935-9818 or jfechtman@wustl.edu).

CLASSROOM SCHEDULING TABLE

- Available start times only apply to classes requesting to be placed in University managed (pooled) classrooms (for sections being taught in the fall and spring semesters, summer classes are excluded)
- Classes should not be scheduled during the blocks of time with shading

3 days a week in 1.0 hour time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
MWF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm

2 days a week in 1.5 hour time slots or 1 day a week in 1.5 hour time slot

Days	Start	Start	Start	Start	Start	Start
MW, WF, MF	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
M or W or F	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
TuTh	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
Tu or Th	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm

4 or 5 days a week in 1.0 hour time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
MTuWTh, MTuWF, MTuThF, MWThF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
MTuWThF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm

- These time slots are generally used for calculus classes and foreign language subsections

1 day a week in 1.0 hour time slots or 2 days a week 1.0 hour time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start	
M or W or F	8:00am	9:00am		11:00am	12:00pm			3:00pm	4:00pm	
MW, WF, MF	8:00am	9:00am		11:00am	12:00pm			3:00pm	4:00pm	
Tu or Th	8:00am	9:00am						2:30pm	3:00pm	4:00pm
TuTh	8:00am	9:00am						2:30pm	3:00pm	4:00pm

- These time slots are generally used for FOCUS classes, laboratory lectures, scholarship classes and subsections.
- Calculus and General Chemistry subsections are grandfathered.

1 day a week in 2.0 hour time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start	
M or W or F	8:00am			11:00am				2:00pm or 2:30pm	3:00pm	4:00pm
Tu or Th	8:00am							2:30pm	3:00pm	4:00pm

1 day a week in 2.5 or 3.0 hour time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start	
M or W or F								2:00pm or 2:30pm	3:00pm	4:00pm
Tu or Th								2:30pm	3:00pm	4:00pm

Evening Class Times Recommended:

M, Tu, W, or Th 5:30pm-8:00pm, 6:00pm-8:30pm, 6:30pm-9:00pm, or 7:00pm-9:30pm

Saturday 9:00am-11:30am

M&W 5:30pm-7:00pm (available only for foreign language classes; contact U. College office)

Tu&Th 5:30pm-7:00pm (available only for foreign language classes; contact U. College office)

Evening classes are discouraged from starting at 5:00 p.m. due to conflict with the ending times of daytime classes.

(Note: Contact the Engineering Student Services for details about engineering evening class times.)