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:
☐ Annually
☐ Every Semester
☐ Every 1 or 2 Years
☐ Every 2 Years
☐ Frequency Unpredictable
☐ Other: ___________________

# 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:

☐ Petition Approved Date: __________ Requestor Notified ☐ Y ☐ N
☐ Petition Denied Date: __________ Requestor Notified ☐ Y ☐ N
☐ Petition Pending Additional Information Date: __________ Requestor Notified ☐ Y ☐ N

Committee Comments/Recommendations: ____________________________
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:
  o John Pingree at 935-4145 (jpingree@wustl.edu),
  o 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

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<td>MWF</td>
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2 days a week in 1.5 hour time slots or 1 day a week in 1.5 hour time slot

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<td>MW, WF, MF</td>
<td>8:30am</td>
<td>10:00am</td>
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4 or 5 days a week in 1.0 hour time slots

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<td>MTuWTh, MTuWF, MTuThF, MWThF</td>
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- 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

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- 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

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1 day a week in 2.5 or 3.0 hour time slots

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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.)