UTAH VALLEY UNIVERSITY
Policies and Procedures

Proposed Policy Number and Title:	609 Academic Scheduling
Existing Policy Number and Title:	Click or tap here to enter text.

Approval Process*			
☒ Regular	☐ Temporary	☐ Non-Substantive Change	☐ Compliance Change
☒ New	☐ New	☐ Revision–Limited-Scope	☐ Revision–Limited-Scope
☐ Revision	☐ Revision		☐ Deletion
☐ Deletion	☐ Suspension		
Anticipated Expiration Date (Temporary Policies): Click or tap to enter a date.			

*See UVU Policy 101 *Policy Governing Policies* for process details.

Draft Number and Date: Stage 2 Draft, April 8, 2024
President's Council Sponsor: Wayne Vaught   **Ext.**
Policy Steward: Laurie Sharp   **Ext.**

POLICY APPROVAL PROCESS DATES

Policy Drafting and Revision

Entrance Date: Completed

University Entities Review

Entrance Date: 4/11/2024
Close Feedback: 9/30/2024

University Community Review

Entrance Date:
Open Feedback:
Close Feedback:

Board of Trustees Review

Entrance Date:
Approval Date:

POST APPROVAL PROCESS

Verify:

- ☐ Policy Number
- ☐ Section
- ☐ Title
- ☐ BOT approval
- ☐ Approval date
- ☐ Effective date
- ☐ Proper format of Policy Manual posting
- ☐ TOPS Pipeline and Archives update

Policy Office personnel who verified and posted this policy to the University Policy Manual
Name:
Date posted and verified:

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POLICY TITLE	Academic Scheduling	Policy Number	609
Section	Academics	**Approval Date**	
Subsection	Instruction and Curriculum	**Effective Date**	
Responsible Office	Office of the Provost/Vice President of Academic Affairs		

1.0 PURPOSE

1.1 This policy describes the University's policy and procedures for academic class and space scheduling. This policy establishes standards to ensure effective, efficient assignment and use of available classroom and teaching laboratory spaces to balance the many and varied needs of students and faculty.

2.0 REFERENCES

2.1 *Americans with Disabilities Act of 1990*, 42 U.S.C.§ 12101 (1990) (as amended by Pub. L. No. 101-336, 104 stat. 327)

2.2 *Definitions*, 34 C.F.R. § 600.2

2.3 *Eligible Program*, 34 C.F.R. § 668.8(k) and (l)

2.4 *Program Participation Agreement*, 34 C.F.R. § 675.8

2.5 Northwest Commission on Colleges and Universities, *Credit Hour Policy*

2.6 Utah Board of Higher Education Policy R470 *General Education*

2.7 Utah Board of Higher Education Policy R474 *Clock-Hour to Credit-Hour Transition*

2.8 Utah Board of Higher Education Policy R751 *Institutional Facilities Space Utilization*

2.9 UVU Policy 111 *Institutional Calendar*

2.10 UVU Policy 152 *Accommodations for Individuals with Disabilities*

2.11 UVU Policy 423 *Space Assignment and Space Change*

2.12 UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities*

18 **2.13** UVU Policy 601 *Classroom Instruction and Management*

19 **2.14** UVU Policy 610 *Credit Hour*

20 **2.15** UVU Policy 710 *Clery Act Compliance*

3.0 DEFINITIONS

21 **3.1 Academic Scheduling Committee:** A standing committee established under the direction of
22 Academic Affairs and Faculty Senate that serves in an advisory capacity for matters related to
23 academic scheduling.

24 **3.2 Academic Scheduling Office:** An office within Academic Programs and Assessment in the
25 Academic Affairs Division that works with authorized schedulers in the academic departments to
26 strategically schedule academic courses in academic spaces throughout the University.

27 **3.3 Academic spaces:** University facilities whose primary purpose is to support academic
28 activities related to teaching and learning (such as classrooms, laboratories, etc.).

29 **3.4 Authorized scheduler:** A university employee appointed by their academic department to
30 assist the academic department chair in creating and maintaining semester schedules. Authorized
31 schedulers receive appropriate training and access to the University's designated scheduling
32 software from the Academic Scheduling Office.

33 **3.5 Centralized scheduling:** As required by USHE Policy R751, all general classrooms and
34 teaching laboratories are centrally scheduled.

35 **3.6 Cohort program:** A group of students who apply and are accepted to enter an academic
36 program together and proceed through their coursework in the same sequence, at the same time,
37 through the completion of their degree.

38 **3.7 Credit hour:** An amount of work represented in intended learning outcomes and verified by
39 evidence of student achievement that is an institutionally established equivalency, as defined by
40 accrediting and federal bodies.

41 **3.8 Credit ratio:** A combination of credit hours, lecture hours, and lab hours associated with the
42 total credits granted for successful completion of a course. For example, a credit ratio of 3:3:0
43 indicates three credits with three lecture contact hours per week for approximately 15 weeks for
44 one semester and zero lab contact hours per week.

45 **3.9 Cross-listing:** Cross-listing may occur at the curriculum level or course section level, with
46 applicable restrictions affecting both levels. Curriculum-level cross-listing provides a way for the

47 same course content to be shared by multiple academic departments and provides a degree of
48 visibility via subject code in a student's transcript.

49 **3.10 High-impact course section changes:** Changes that occur when schedules are visible to
50 students for planning and registration; these changes involve significant modifications that affect
51 the student experience and necessitate complex administrative processes.

52 **3.11 Low-impact course section changes:** Changes representing minimal student impact that do
53 not necessitate complex administrative processes.

54 **3.12 Registration waitlist:** A virtual list that students may join to wait for an open seat in a full
55 course section.

56 **3.13 Scheduling phases:** Designated periods during which authorized schedulers are able to
57 make scheduling adjustments.

4.0 POLICY

58 **4.1** The University shall adhere to all state and federal regulations regarding the use of physical
59 facilities. All university departments and personnel responsible for scheduling the use of
60 university facilities shall do so in accordance with the regulations in this policy as well as state
61 and university policies.

62 **4.2** As designated by the President's Council, the Academic Scheduling Office is responsible for
63 scheduling and authorizing the use of all academic spaces centrally.

64 **4.3** The scheduling of classes and allocation of academic spaces at the University shall adhere to
65 the *Academic Scheduling Guidelines and Rules* published annually by the Academic Scheduling
66 Office.

67 **4.3.1** University credit-bearing classes and related activities take precedence over all other
68 requests for academic space.

69 **4.3.2** General classrooms are released to the Event Services Office each semester on specific
70 dates published by the Academic Scheduling Office. Once released, unused academic spaces
71 may be reserved for temporary non-academic use (e.g., events, meetings) when properly
72 requested through and officially confirmed by the Event Services Office. (See UVU Policy 445.)

73 **4.3.3** Academic departments and colleges do not have proprietary use or control of these spaces
74 and, where warranted, may be accorded or stripped of priority scheduling authority by Academic
75 Affairs.

76 **4.4** The *Academic Scheduling Guidelines and Rules* will be maintained by the Academic
77 Scheduling Committee and posted on the Academic Scheduling Office website.

78 **4.5** Academic departments and faculty must comply with the federal definition of a credit hour
79 and hours per week requirements as defined by Northwest Commission on Colleges and
80 Universities, Utah Board of Higher Education, and applicable state and university policies.

81 **4.6** The University, as part of the Program Participation Agreement (PPA) with the Department
82 of Education, is established as a standard term-based school. Academic programs, along with
83 associated courses, eligible for federal financial aid must fall within the established terms.
84 Programs not eligible for federal financial aid are exempt from this restriction once reviewed and
85 approved by the Director of Financial Aid and Scholarships.

86 **4.7** All for-credit course sections shall be published in the University's schedule of classes.

5.0 PROCEDURES

87 **5.1 Responsible Parties**

88 **5.1.1** Each academic department is required to appoint up to two authorized schedulers who are
89 employees within the academic department, in addition to the academic department chair. The
90 Academic Scheduling Office retains the authority to restrict or revoke access for any authorized
91 scheduler.

92 **5.1.2** The Academic Scheduling Office shall provide initial and continued training to authorized
93 schedulers as needed.

94 **5.1.2.1** Authorized schedulers must

95 1) maintain a working knowledge of scheduling policies and the *Academic Scheduling*
96   *Guidelines and Rules*

97 2) be responsive to communication from the Academic Scheduling Office

98 3) verify instructor assignments are placed on each course section prior to semester week three
99   and again two weeks prior to finals week for grading purposes and state reporting

100 4) actively monitor course sections with waitlists and low enrollment

101 5) cancel appropriate course sections with no enrollment before the semester ends

102 **5.1.3** The Academic Scheduling Committee shall serve in an advisory capacity for matters
103 related to academic scheduling.

104 **5.1.3.1** The Academic Scheduling Committee is co-chaired by the Associate Provost for
105 Academic Programs and Assessment and a faculty member. Voting members include one elected
106 faculty representative from each school/college and one student representative appointed by Utah

107 Valley University Student Association (UVUSA). Non-voting members include appropriate
108 executive and staff members.

109 **5.1.4** Business Intelligence & Research Services shall audit course section data multiple times
110 each semester for state compliance. Any incomplete, questionable, or incorrect course section
111 coding data must be corrected immediately using the University's designated software.

112 **5.2 Standard Meeting Patterns and Course Section Coding**

113 **5.2.1** Academic departments shall schedule according to the *Academic Scheduling Guidelines*
114 *and Rules* and the University's standard meeting patterns. The Academic Scheduling Committee
115 must approve exceptions to the standard meeting patterns for a specific period.

116 **5.2.1.1** The Academic Scheduling Committee is responsible for recognizing programs and
117 related courses as cohorts for scheduling purposes. Recognized cohort programs are listed in the
118 *Academic Scheduling Guidelines and Rules*. Recognized cohort programs are not automatically
119 granted exceptions to meeting patterns or prescheduling authority for any space.

120 **5.2.2** Instructional method codes indicate the type of instruction or the method of organized
121 instruction, such as lecture-only or laboratory course sections. Instructional method codes for
122 course sections shall not be changed once a semester schedule becomes visible for student
123 planning and registration.

124 **5.2.3** Schedule type codes indicate the primary way a course section will be taught. Schedule
125 type codes for course sections shall not be changed once a semester schedule becomes visible for
126 student planning and registration.

127 **5.2.4** Special approvals indicate distinct approval codes placed on an individual course section
128 by authorized academic schedulers that prevent a student from registering without manual
129 system approval.

130 **5.2.5** Part of term codes capture specific periods of time such as the start and end dates of a
131 term/semester and regulate registration, add/drop/withdrawal deadlines, tuition and fee
132 assessment, grading, and other related time-bound actions. Classes may begin up to two weeks
133 before the start of the term and/or end up to two weeks after the term but cannot overlap the start
134 or endpoint of another semester, per federal financial aid restrictions.

135 **5.2.6** Academic departments are encouraged to coordinate internally or with other academic
136 departments to offer pairs of approved hybrid model classes to best utilize the classroom/lab
137 space and to align with standard meeting patterns for student-centric scheduling.

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138 **5.3 Scheduling Processes and Restrictions**

139 **5.3.1** The Academic Scheduling Office works closely with all academic department chairs and
140 authorized schedulers to coordinate the scheduling and supplemental scheduling of all credit-
141 bearing course sections in scheduling phases.

142 **5.3.2** Academic department chairs and authorized academic schedulers must plan, prepare, and
143 submit semester schedules using the University's designated scheduling software according to
144 the deadlines the Academic Scheduling Office publishes.

145 **5.3.2.1** Scheduling requests submitted past established deadlines may require approval from
146 executives and/or appropriate staff members in the dean's office, the Academic Scheduling
147 Committee, and/or the provost's office before processing.

148 **5.3.3** Low-impact course section changes can be requested by an academic department chair or
149 authorized academic scheduler at any time via the University's designated scheduling software,
150 as the student impact is minimal.

151 **5.3.4** Once student views open and registration begins, high-impact course section changes may
152 not be requested.

153 **5.3.4.1** An academic department chair or authorized academic scheduler can submit high-impact
154 course section changes for consideration by the appropriate dean or the Office of the Provost.

155 **5.3.4.2** High-impact course section changes require clear justification and approval from
156 executives and/or appropriate staff members in the dean's office via the University's designated
157 scheduling software. Additional approval may also be required from the Academic Scheduling
158 Committee and/or the Associate Provost for Academic Programs and Assessment.

159 **5.3.5** Academic department chairs and authorized schedulers are prohibited from canceling a
160 course section and re-adding it with different coding to avoid approval from the dean's office.
161 The Academic Scheduling Office retains the right to require or waive written approval from
162 executives and/or appropriate staff members in the dean's office at their discretion.

163 **5.3.6** Changes to the time or place of an active course section may not be made or communicated
164 to students until a schedule change request has been fully processed and confirmed by the
165 Academic Scheduling Office. The academic department chair or authorized scheduler is required
166 to submit schedule change requests for active course sections through the University's
167 designated scheduling software. The Academic Scheduling Office shall be contacted directly for
168 same-day or urgent requests.

169 **5.3.7** The Academic Scheduling Office may modify general classroom assignments when
170 Accessibility Services approves a new or modified accommodation request or when actual
171 enrollment does not meet sufficient enrollment for the classroom size.

172 **5.3.7.1** The University's standard for sufficient enrollment to carry a course section at the
173 undergraduate level is 10 or more students. Academic departments and schools/colleges may set
174 their own standards for sufficient enrollment provided that the enrollment number is not lower
175 than the University's standard.

176 **5.3.7.2** Sufficient enrollment for a cross-listed group is determined by the combined enrollment
177 number in all course sections.

178 **5.3.8** Cross-listed courses and course sections must use the same course number, title,
179 description, special designation (if applicable), credit ratio, pre-/co-requisites, course learning
180 outcomes, and coursework requirements. Cross-listed course sections must also have the same
181 course section coding, meeting pattern, and instructor assignment.

182 **5.3.8.1** If cross-listing with a special topics course, a subtitle on the special topics course is
183 required. The course number should adhere to Utah Board of Higher Education Policies R470
184 and R471 and to UVU Policies 522 and 524, which govern cross-level courses for undergraduate
185 and graduate levels.
186
187 **5.3.8.2** Course section level cross-listing allows two or more course sections of the same, or
188 similar, courses to be taught in the same room, at the same time, and by the same instructor when
189 using the same coding.

190 **5.4 Final Exam Schedule**

191 **5.4.1** The Academic Scheduling Office oversees the scheduling of final exams/assessments for
192 all course sections and publishes the final exam schedule annually on their website.

193 **5.4.2** Final exams/assessments are not to be changed from the published schedule for any reason
194 to avoid conflicts for student schedules and space assignments.

195 **5.4.3** The final exam schedule allows for a one-hour and 50-minute block of time for each final
196 exam/assessment. To accommodate this block of time, the final exam/assessment for a class may
197 deviate from its regularly scheduled day, time, and/or location.

198 **5.4.3.1** Full semester classes advertised and delivered in face-to-face or livestream modalities
199 must follow the published final exam schedule when administering a face-to-face or livestream
200 final exam/assessment. For full-semester classes advertised and delivered in online or
201 individualized modalities, the primary instructor shall assign the final
202 exam/assessment during the final exam week.

203 **5.4.3.2** Block semester classes advertised and delivered in any modality must hold final
204 exams/assessments as follows: Block 1 must be administered on the last day of class before
205 Block 2 begins, and Block 2 must be administered on the last day of class prior to the full
206 semester's final exam week.

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207   **5.4.4** Due to the necessary adjustment of regular class meeting days and times to accommodate
208   time blocks for each final exam/assessment, academic spaces cannot accommodate any special
209   event scheduling during the final exam week.

210   **5.4.5** Academic department chairs and authorized schedulers shall identify any instances of final
211   exam conflicts within the same student set where more than 50 percent of the students have the
212   same conflict. They should then take appropriate actions as directed by school/college
213   leadership, coordinating with the Academic Scheduling Office no later than two weeks before
214   final exam week.

215   **5.4.6** Academic department chairs, associate deans, and deans shall communicate clear
216   expectations about final exams/assessments to their faculty at the beginning of each semester,
217   and promptly correct any misunderstandings.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

218

Equity Assessment Committee (EAC) Worksheet

NOTE: *This form is for internal use only by the EAC and policy sponsors/stewards/coordinators. This form captures general equity*

concerns and those that impact the specific groups listed. The Equity Assessment Findings and Reponses Summary form accompany

the Stage 1 draft.

Policy Number: 609	**Policy Title:** Academic Scheduling
EAC Review Date: March 22, 2024	**Policy Sponsor:** Wayne Vaught
Date Completed by Policy Sponsor/Steward/Coordinator:	**Policy Steward:** Laurie Sharp

UVU Scope (Groups impacted):

Adult learners	Pregnancy, pregnancy-related conditions
Age (40+)	Race and ethnicity
Color	Religion, spirituality, and worldviews
First-generation student status	Sex, gender identity, and gender expression
Individuals with apparent or non-apparent disabilities	Sexual orientation
National origin and citizenship status	Socioeconomic status
	Veteran status (including uniformed military status)

Section	Groups Impacted	General Equity	Equity Concern	Equity Recommendation	Policy Sponsor/Steward/Coordinator Proposed Solution
			No issues found.		