POLICY TITLE	Academic Scheduling	**Policy Number**	609
Section	Academics	**Approval Date**	January 30, 2025
Subsection	Instruction and Curriculum	**Effective Date**	January 30, 2025
Responsible Office	Office of the Provost/Vice President of Academic Affairs	**Last Review**	January 30, 2025

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 and efficient assignment and utilization 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 R471 *Lower Division Major Requirements and Transfer of Credits*

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

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

2.10 UVU Policy 111 *Institutional Calendar*

2.11 UVU Policy 152 *Accommodations for Individuals with Disabilities*

2.12 UVU Policy 423 *Space Assignment and Space Change*

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

2.14 UVU Policy 601 *Classroom Instruction and Management*

2.15 UVU Policy 610 *Credit Hour*

2.16 UVU Policy 710 *Clery Act Compliance*

3.0 DEFINITIONS

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

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

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

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

3.5 Centralized scheduling: As required by Utah Board of Higher Education Policy R751, all general classrooms and teaching laboratories are centrally scheduled.

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

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

3.8 Credit ratio: A combination of credit hours, lecture hours, and lab hours associated with the total credits granted for successful completion of a course. For example, a credit ratio of 3:3:0

indicates three credits with three lecture contact hours per week for approximately 15 weeks for one semester and zero lab contact hours per week.

3.9 Cross-listing: Cross-listing may occur at the curriculum level or course section level, with applicable restrictions affecting both levels. Curriculum-level cross-listing provides a way for the same course content to be shared by multiple academic departments and provides a degree of visibility via subject code in a student's transcript.

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

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

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

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

4.0 POLICY

4.1 The University shall adhere to all state and federal regulations regarding the use of physical facilities. All university departments and personnel responsible for scheduling the use of university facilities shall do so in accordance with the regulations in this policy as well as applicable university and Utah Board of Higher Education policies.

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

4.3 Authorized schedulers shall adhere to the *Academic Scheduling Guidelines and Rules*, which are published annually by the Academic Scheduling Office, for the scheduling of classes and allocation of academic spaces at the University.

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

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

4.4 Academic departments and schools/colleges do not have proprietary use or control of academic spaces and, where warranted, may be accorded or stripped of priority scheduling authority by Academic Affairs. Specific academic departments and schools/colleges may be allowed priority scheduling of certain classrooms and labs designed for specific uses; however, shared access may be required based on the needs of other academic departments and colleges.

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

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

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

4.8 All for-credit course sections must be included in the University's official schedule of classes.

5.0 PROCEDURES

5.1 Responsible Parties

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

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

5.1.2.1 Authorized schedulers must

1) maintain a working knowledge of scheduling policies and the Academic Scheduling Guidelines and Rules;

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

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

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

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

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

5.1.3.1 The Academic Scheduling Committee is co-chaired by the Senior Associate Provost for Academic Programs, Assessment, and Accreditation and a faculty member. Voting members include one elected faculty representative from each school/college and one student representative appointed by Utah Valley University Student Association (UVUSA). Non-voting members include appropriate executive and staff members.

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

5.2 Standard Meeting Patterns and Course Section Coding

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

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

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

5.2.3 Schedule type codes indicate the primary way a course section will be taught. Faculty and staff shall not change schedule type codes for course sections once a semester schedule becomes visible for student planning and registration.

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

5.2.5 Part of term codes capture specific periods of time such as the start and end dates of a term/semester and regulate registration, add/drop/withdrawal deadlines, tuition and fee

assessment, grading, and other related time-bound actions. Classes may begin up to two weeks before the start of the term and/or end up to two weeks after the term but cannot overlap the start or endpoint of another semester, per federal financial aid restrictions.

5.2.6 Cross-listing sections of different schedule types is not permitted.

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

5.3 Scheduling Processes and Restrictions

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

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

5.3.2.1 Scheduling requests submitted past established deadlines published by the Academic Scheduling Office may be processed at the discretion of the Academic Scheduling Office and may require additional approval from executives and/or appropriate staff members in the dean's office, the Academic Scheduling Committee, and/or the Provost's office before processing.

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

5.3.4 Once student viewing opens and registration has begun, high-impact course section changes will only be considered under extenuating circumstances and must be vetted in the following way.

5.3.4.1 Requests for high-impact course section changes must include clear justification for the extenuating circumstance. Such requests shall be approved by executives and/or appropriate staff members in the dean's office via the University's designated scheduling software. Additional approval may also be required from the Academic Scheduling Committee and/or the Senior Associate Provost for Academic Programs, Assessment, and Accreditation.

5.3.5 Academic department chairs and authorized schedulers shall not cancel a course section and re-add it with different coding to avoid approval from the dean's office. The Academic Scheduling Office retains the right to require or waive written approval from executives and/or appropriate staff members in the dean's office at their discretion.

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

5.3.6.1 Sufficient enrollment for a cross-listed group is determined by the total enrollment number in all course sections.

5.3.7 Cross-listed courses must use the same course number, title, description, special designation (if applicable), credit ratio, pre-/co-requisites, course learning outcomes, and coursework requirements. Cross-listed course sections may share the same or similar course number. Special topics courses and sections can also be cross-listed.

5.3.7.1 If cross-listing with a special topics course, a subtitle on the special topics course is required. The course number should adhere to Utah Board of Higher Education Policies R470 and R471 and to UVU Policies 522 and 524, which govern cross-level courses for undergraduate and graduate levels.

5.3.7.2 Course section level cross-listing allows two or more course sections of the same, or similar, courses to be taught in the same room, at the same time, and by the same instructor when using the same section coding.

5.4 Final Exam Schedule

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

5.4.1.1 The final exam schedule allocates a 1-hour and 50-minute block for each exam or assessment. To accommodate this duration, the final exam or assessment for a class may be rescheduled to a different day, time, and/or location, as determined by the Academic Scheduling Office.

5.4.1.2 For full semester lecture classes advertised and delivered in face-to face or livestream modalities, instructors must follow the published final exam schedule when administering a face-to-face or livestream final exam/assessment. For full-semester classes advertised and delivered in online or individualized modalities, the primary instructor shall assign the final exam/assessment during the final exam week.

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

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

5.4.3 Due to the necessary adjustment of regular class meeting days and times to accommodate time blocks for each final exam/assessment, academic spaces cannot accommodate any event-related scheduling during the final exam week.

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

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

POLICY HISTORY		
Date of Last Formal Review: January 30, 2025		
Due Date of Next Review: January 30, 2030		
Date of Last Action	**Action Taken**	**Authorizing Entity**
June 21, 2024	New policy approved through temporary process.	UVU Board of Trustees
January 30, 2025	New policy approved through regular process	UVU Board of Trustees

*More information on the formal review can be found in Policy 101 section 4.7.3.