



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*			
<input checked="" type="checkbox"/> Regular	<input type="checkbox"/> Temporary	<input type="checkbox"/> Non-Substantive Change	<input type="checkbox"/> Compliance Change
<input checked="" type="checkbox"/> New	<input type="checkbox"/> New	<input type="checkbox"/> Revision–Limited-Scope	<input type="checkbox"/> Revision–Limited-Scope
<input type="checkbox"/> Revision	<input type="checkbox"/> Revision		<input type="checkbox"/> Deletion
<input type="checkbox"/> Deletion	<input type="checkbox"/> Suspension		
Anticipated Expiration Date (Temporary Policies): Click or tap to enter a date.			
Draft Number and Date: <u>Stage 3 Draft, Nov. 20, 2024</u>			
President’s Council Sponsor: <u>Wayne Vaught</u>		Ext. _____	
Policy Steward: <u>Laurie Sharp</u>		Ext. _____	

POLICY APPROVAL PROCESS DATES	
<p>Policy Drafting and Revision Entrance Date: <u>Completed</u></p> <p>University Entities Review Entrance Date: <u>4/11/2024</u> Close Feedback: <u>10/30/2024</u></p> <p>University Community Review Entrance Date: <u>12/12/2024</u> Open Feedback: <u>12/12/2024</u> Close Feedback: <u>12/19/2024</u></p> <p>Board of Trustees Review Entrance Date: _____ Approval Date: _____</p>	<p style="text-align: center;">POST APPROVAL PROCESS</p> <p>Verify:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Policy Number <input type="checkbox"/> Section <input type="checkbox"/> Title <input type="checkbox"/> BOT approval <input type="checkbox"/> Approval date <input type="checkbox"/> Effective date <input type="checkbox"/> Proper format of Policy Manual posting <input type="checkbox"/> TOPS Pipeline and Archives update <hr/> <p>Policy Office personnel who verified and posted this policy to the University Policy Manual</p> <p>Name: _____</p> <p>Date posted and verified: _____</p>



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

2.0 REFERENCES

- 5 **2.1** *Americans with Disabilities Act of 1990*, 42 U.S.C. § 12101 (1990) (as amended by Pub. L.
6 No. 101-336, 104 stat. 327)
- 7 **2.2** *Definitions*, 34 C.F.R. § 600.2
- 8 **2.3** *Eligible Program*, 34 C.F.R. § 668.8(k) and (l)
- 9 **2.4** *Program Participation Agreement*, 34 C.F.R. § 675.8
- 10 **2.5** Northwest Commission on Colleges and Universities; *Credit Hour Policy*
- 11 **2.6** Utah Board of Higher Education Policy R470 *General Education*
- 12 **2.62.7** Utah Board of Higher Education Policy R471 Lower Division Major Requirements and
13 Transfer of Credits
- 14 **2.72.8** Utah Board of Higher Education Policy R474 *Clock-Hour to Credit-Hour Transition*
- 15 **2.82.9** Utah Board of Higher Education Policy R751 *Institutional Facilities Space Utilization*
- 16 **2.92.10** UVU Policy 111 *Institutional Calendar*
- 17 **2.102.11** UVU Policy 152 *Accommodations for Individuals with Disabilities*



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- 18 [2.112.12](#) UVU Policy 423 *Space Assignment and Space Change*
- 19 [2.122.13](#) UVU Policy 425 *Event Scheduling and Authorizing the Use of University Facilities*
- 20 [2.132.14](#) UVU Policy 601 *Classroom Instruction and Management*
- 21 [2.142.15](#) UVU Policy 610 *Credit Hour*
- 22 [2.152.16](#) UVU Policy 710 *Clery Act Compliance*

3.0 DEFINITIONS

- 23 **3.1 Academic Scheduling Committee:** A standing committee established under the direction of
24 Academic Affairs and Faculty Senate that serves in an advisory capacity for matters related to
25 academic scheduling.
- 26 **3.2 Academic Scheduling Office:** An office within Academic Programs, ~~and~~ Assessment, ~~and~~
27 [Accreditation](#) in the Academic Affairs Division that works with authorized schedulers in the
28 academic departments to strategically schedule academic courses in academic spaces throughout
29 the University.
- 30 **3.3 Academic spaces:** University facilities whose primary purpose is to support academic
31 activities related to teaching and learning (such as classrooms, laboratories, etc.)~~—~~.
- 32 **3.4 Authorized scheduler:** A university employee appointed by their academic department to
33 assist the academic department chair in creating and maintaining semester schedules. Authorized
34 schedulers receive appropriate training and access to the University’s designated scheduling
35 software from the Academic Scheduling Office.
- 36 **3.5 Centralized scheduling:** As required by [Utah Board of Higher Education](#) ~~USHE~~ Policy
37 R751, all general classrooms and teaching laboratories are centrally scheduled.
- 38 **3.6 Cohort program:** A group of students who apply and are accepted to enter an academic
39 program together and proceed through their coursework in the same sequence, at the same time,
40 through the completion of their degree.
- 41 **3.7 Credit hour:** An amount of work represented in intended learning outcomes and verified by
42 evidence of student achievement that is an institutionally established equivalency, as defined by
43 accrediting and federal bodies~~—~~.
- 44 **3.8 Credit ratio:** A combination of credit hours, lecture hours, and lab hours associated with the
45 total credits granted for successful completion of a course. For example, a credit ratio of 3:3:0



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

48 **3.9 Cross-listing:** Cross-listing may occur at the curriculum level or course section level, with
49 applicable restrictions affecting both levels. Curriculum-level cross-listing provides a way for the
50 same course content to be shared by multiple academic departments and provides a degree of
51 visibility via subject code in a student's transcript.

52 **3.10 High-impact course section changes:** Changes that occur when schedules are visible to
53 students for planning and registration; these changes involve significant modifications that affect
54 the student experience and necessitate complex administrative processes.

55 **3.11 Low-impact course section changes:** Changes representing minimal student impact that do
56 not necessitate complex administrative processes.

57 **3.12 Registration waitlist:** A virtual list that students may join to wait for an open seat in a full
58 course section.

59 **3.13 Scheduling phases:** -Designated periods during which authorized schedulers are able to
60 make scheduling adjustments.

4.0 POLICY

61 **4.1** The University shall adhere to all state and federal regulations regarding the use of physical
62 facilities. All university departments and personnel responsible for scheduling the use of
63 university facilities shall do so in accordance with the regulations in this policy as well as
64 [applicable university and Utah Board of Higher Education state and university](#) policies.

65 **4.2** As designated by the President's Council, the Academic Scheduling Office is responsible for
66 scheduling and authorizing the use of all academic spaces centrally.

67 ~~**4.3** The scheduling of classes and allocation of academic spaces at the University shall adhere to~~
68 ~~the *Academic Scheduling Guidelines and Rules* published annually by the Academic Scheduling~~
69 ~~Office. Authorized schedulers shall adhere to the *Academic Scheduling Guidelines and Rules*,~~
70 ~~which are published annually by the Academic Scheduling Office, for the scheduling of classes~~
71 ~~and allocation of academic spaces at the University.~~

72 **4.3.1** University credit-bearing classes and related activities take precedence over all other
73 requests for academic space.

74 **4.3.2** General classrooms are released to the Event Services Office each semester on specific
75 dates published by the Academic Scheduling Office. Once released, unused academic spaces



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76 may be reserved for temporary, non-academic use (e.g., events, meetings) when properly
77 requested through and officially confirmed by the Event Services Office. (See UVU Policy 445.)

78 4.4 Academic departments and schools/colleges do not have proprietary use or control of
79 academic these spaces and, where warranted, may be accorded or stripped of priority scheduling
80 authority by Academic Affairs. ~~While certain classrooms and labs designed for specific uses may~~
81 ~~be prioritized for scheduling by particular academic departments and schools/colleges, shared~~
82 ~~access may be required based on the needs of other academic departments and colleges. Specific~~
83 ~~academic departments and schools/colleges may be allowed priority scheduling of certain~~
84 ~~classrooms and labs designed for specific uses; however, shared access may be required based on~~
85 ~~the needs of other academic departments and colleges.~~

86 4.5 The *Academic Scheduling Guidelines and Rules* will be maintained by the Academic
87 Scheduling Committee and posted on the Academic Scheduling Office website.

88 4.6 Academic departments and faculty must comply with the federal definition of a credit hour
89 and hours per week requirements as defined by Northwest Commission on Colleges and
90 Universities, Utah Board of Higher Education, ~~and applicable state~~ and university policies and
91 applicable state laws.

92 4.7 The University, as part of the Program Participation Agreement (PPA) with the Department
93 of Education, is established as a standard term-based school. Academic programs, along with
94 associated courses, eligible for federal financial aid must fall within the established terms.
95 Programs not eligible for federal financial aid are exempt from this restriction once reviewed and
96 approved by the Director of Financial Aid and Scholarships.

97 4.8 All for-credit course sections ~~shall be published~~ must be included in the University's official
98 schedule of classes.

5.0 PROCEDURES

99 5.1 Responsible Parties

100 5.1.1 Each academic department is required to appoint up to two authorized schedulers who are
101 employees within the academic department, in addition to the academic department chair. The
102 Academic Scheduling Office retains the authority to restrict or revoke access for any authorized
103 scheduler.

104 5.1.2 The Academic Scheduling Office shall provide initial and continued training to authorized
105 schedulers as needed.

106 5.1.2.1 Authorized schedulers must



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- 107 1) maintain a working knowledge of scheduling policies and the *Academic Scheduling*
108 *Guidelines and Rules*;
- 109 2) be responsive to communication from the Academic Scheduling Office;
- 110 3) verify instructor assignments are placed on each course section prior to semester week three
111 and again two weeks prior to finals week for grading purposes and state reporting;
- 112 4) actively monitor course sections with waitlists and low enrollment; and
- 113 5) cancel appropriate course sections with no enrollment before the semester ends.

114 **5.1.3** The Academic Scheduling Committee shall serve in an advisory capacity for matters
115 related to academic scheduling.

116 **5.1.3.1** The Academic Scheduling Committee is co-chaired by the Senior Associate Provost for
117 Academic Programs, ~~and~~ Assessment, and Accreditation and a faculty member. Voting
118 members include one elected faculty representative from each school/college and one student
119 representative appointed by Utah Valley University Student Association (UVUSA). Non-voting
120 members include appropriate executive and staff members.

121 **5.1.4** Business Intelligence and Research Services shall audit course section data multiple
122 times each semester for state compliance. Any incomplete, questionable, or incorrect course
123 section coding data must be corrected immediately using the University's designated software.

124 **5.2 Standard Meeting Patterns and Course Section Coding**

125 **5.2.1** Academic departments shall schedule according to the *Academic Scheduling Guidelines*
126 *and Rules* and the University's standard meeting patterns. The Academic Scheduling Committee
127 must approve exceptions to the standard meeting patterns for a specific period.

128 **5.2.1.1** The Academic Scheduling Committee is responsible for recognizing programs and
129 related courses as cohorts for scheduling purposes. Recognized cohort programs are listed in the
130 *Academic Scheduling Guidelines and Rules*. Recognized cohort programs are not automatically
131 granted exceptions to meeting patterns or prescheduling authority for any space.

132 **5.2.2** Instructional method codes indicate the type of instruction or the method of organized
133 instruction, such as lecture-only or laboratory course sections. Instructional method codes for
134 course sections shall not be changed once a semester schedule becomes visible for student
135 planning and registration.



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136 **5.2.3** Schedule type codes indicate the primary way a course section will be taught. [Faculty and](#)
137 [staff shall not change](#) schedule type codes for course sections ~~shall not be changed~~ once a
138 semester schedule becomes visible for student planning and registration.

139 **5.2.4** Special approvals indicate distinct approval codes placed on an individual course section
140 by authorized [academic](#) schedulers that prevent a student from registering without manual
141 system approval.

142 **5.2.5** Part of term codes capture specific periods of time such as the start and end dates of a
143 term/semester and regulate registration, add/drop/withdrawal deadlines, tuition and fee
144 assessment, grading, and other related time-bound actions. Classes may begin up to two weeks
145 before the start of the term and/or end up to two weeks after the term but cannot overlap the start
146 or endpoint of another semester, per federal financial aid restrictions.

147 [5.2.6 Cross-listing sections of different schedule types is not permitted.](#)

148 **5.2.7** Academic departments are encouraged to coordinate internally or with other academic
149 departments to offer pairs of approved hybrid model classes to best utilize the classroom/lab
150 space and to align with standard meeting patterns for student-centric scheduling.

151 **5.3 Scheduling Processes and Restrictions**

152 **5.3.1** The Academic Scheduling Office works closely with all academic department chairs and
153 authorized schedulers to coordinate the scheduling and supplemental scheduling of all credit-
154 bearing course sections in scheduling phases.

155 **5.3.2** Academic department chairs and authorized [academic](#) schedulers must plan, prepare, and
156 submit semester schedules using the University's designated scheduling software according to
157 the deadlines the Academic Scheduling Office publishes.

158 **5.3.2.1** Scheduling requests submitted past established deadlines ~~may require approval from~~
159 ~~executives and/or appropriate staff members in the dean's office, the Academic Scheduling~~
160 ~~Committee, and/or the provost's office before processing.~~ [published by the Academic](#)
161 [Scheduling Office may be processed at the discretion of the Academic Scheduling Office and](#)
162 [may require additional approval from executives and/or appropriate staff members in the dean's](#)
163 [office, the Academic Scheduling Committee, and/or the Provost's office before processing.](#)

164 **5.3.3** Low-impact course section changes can be requested by an academic department chair or
165 authorized [academic](#) scheduler at any time via the University's designated scheduling software,
166 as the student impact is minimal.

167 **5.3.4** Once student viewings opens and registration ~~begins~~ [has begun](#), high-impact course section
168 changes ~~may not be requested~~ [will only be considered under extenuating circumstances and must](#)
169 [be vetted in the following way.](#)



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170 ~~5.3.4.1 An academic department chair or authorized academic scheduler can submit high-impact~~
171 ~~course section changes for consideration by the appropriate dean or the Office of the Provost.~~

172 **5.3.4.12** Requests for high-impact course section changes ~~require~~must include clear
173 justification ~~for the extenuating circumstance. Such requests shall be and approved~~ ~~from~~by
174 executives and/or appropriate staff members in the dean's office via the University's designated
175 scheduling software. Additional approval may also be required from the Academic Scheduling
176 Committee and/or the Senior Associate Provost for Academic Programs, ~~and~~ Assessment, and
177 Accreditation.

178 **5.3.5** Academic department chairs and authorized schedulers ~~are prohibited from canceling~~shall
179 not cancel a course section and re-adding it with different coding to avoid approval from the
180 dean's office. The Academic Scheduling Office retains the right to require or waive written
181 approval from executives and/or appropriate staff members in the dean's office at their
182 discretion.

183 **5.3.6** Changes to the time or place of an active course section may not be made or communicated
184 to students until a schedule change request has been fully processed and confirmed by the
185 Academic Scheduling Office. The academic department chair or authorized scheduler is required
186 to submit schedule change requests for active course sections through the University's
187 designated scheduling software. ~~The Academic Scheduling Office shall be contacted directly for~~
188 ~~same-day or urgent requests.~~

189 **5.3.7** The Academic Scheduling Office may modify general classroom assignments when
190 Accessibility Services approves a new or modified accommodation request. The Academic
191 Scheduling Office may also modify general classroom assignments ~~or~~ when actual enrollment
192 does not meet sufficient enrollment for the classroom size.

193 ~~5.3.7.1 The University's standard for sufficient enrollment to carry a course section at the~~
194 ~~undergraduate level is 10 or more students. Academic departments and schools/colleges may set~~
195 ~~their own standards for sufficient enrollment provided that the enrollment number is not lower~~
196 ~~than the University's standard.~~

197 **5.3.7.12** Sufficient enrollment for a cross-listed group is determined by the combined total
198 enrollment number in all course sections.

199 **5.3.8** Cross-listed courses ~~and course sections~~ must use the same course number, title,
200 description, special designation (if applicable), credit ratio, pre-/co-requisites, course learning
201 outcomes, and coursework requirements. Cross-listed course sections ~~must also have~~may share
202 the same or similar course number, section coding, meeting pattern, and instructor
203 assignment. Special topics courses and sections can also be cross-listed.

204 **5.3.8.1** If cross-listing with a special topics course, a subtitle on the special topics course is
205 required. The course number should adhere to Utah Board of Higher Education Policies R470



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206 and R471 and to UVU Policies 522 and 524, which govern cross-level courses for undergraduate
207 and graduate levels.

208
209 **5.3.8.2** Course section level cross-listing allows two or more course sections of the same, or
210 similar, courses to be taught in the same room, at the same time, and by the same instructor when
211 using the same [section](#) coding.

212 **5.4 Final Exam Schedule**

213 **5.4.1** The Academic Scheduling Office oversees the scheduling of final exams/assessments for
214 all [full semester](#) course sections and publishes the final exam schedule annually on their website.

215 [5.4.1.1 The final exam schedule allocates a 1-hour and 50-minute block for each exam or](#)
216 [assessment. To accommodate this duration, the final exam or assessment for a class may be](#)
217 [rescheduled to a different day, time, and/or location, as determined by the Academic Scheduling](#)
218 [Office.](#)

219
220 ~~[5.4.2 Final exams/assessments are not to be changed from the published schedule for any reason](#)~~
221 ~~[to avoid conflicts for student schedules and space assignments.](#)~~

222 ~~[5.4.3 The final exam schedule allows for a one-hour and 50-minute block of time for each final](#)~~
223 ~~[exam/assessment. To accommodate this block of time, the final exam/assessment for a class may](#)~~
224 ~~[deviate from its regularly scheduled day, time, and/or location.](#)~~

225 **5.4.3.1.2** ~~For full semester~~ [lecture](#) classes advertised and delivered in face-to-
226 face or livestream modalities, [instructors](#) must follow the published final exam schedule when
227 administering a face-to-face or livestream final exam/assessment. For full-semester classes
228 advertised and delivered in online or individualized modalities, the primary instructor shall
229 assign the final exam/assessment during the final exam week.

230 **5.4.1.3.2** Block semester classes advertised and delivered in any modality must hold final
231 exams/assessments as follows: Block 1 [final exams/assessments](#) must be administered on the last
232 day of class before Block 2 begins, and Block 2 [final exams/assessments](#) must be administered
233 on the last day of class prior to the full semester's final exam week.

234 ~~[5.4.2 Final exams/assessments are not to be changed from the official published schedule for any](#)~~
235 ~~[reason to avoid conflicts with student schedules and space assignments.](#)~~

236 **5.4.34** Due to the necessary adjustment of regular class meeting days and times to accommodate
237 time blocks for each final exam/assessment, academic spaces cannot accommodate any [event-](#)
238 ~~[related](#)~~[special event](#) scheduling during the final exam week.



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239 **5.4.45** Academic department chairs and authorized schedulers shall identify any instances of
240 final exam conflicts within the same student set where more than 50 percent of the students have
241 the same conflict. They should then take appropriate actions as directed by school/college
242 leadership, coordinating with the Academic Scheduling Office no later than two weeks before
243 final exam week.

244 **5.4.56** Academic department chairs, associate deans, and deans shall communicate clear
245 expectations about final exams/assessments to their faculty at the beginning of each semester,
246 and promptly correct any misunderstandings.

POLICY HISTORY		
Date of Last Action	Action Taken	Authorizing Entity

247

Policy Office Draft



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 Responses 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):

- | | |
|---|--|
| <ul style="list-style-type: none"> Adult learners Age (40+) Color First-generation student status Individuals with apparent or non-apparent disabilities National origin and citizenship status | <ul style="list-style-type: none"> Pregnancy, pregnancy-related conditions Race and ethnicity Religion, spirituality, and worldviews Sex, gender identity, and gender expression Sexual orientation 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.		

POLICY APPROVAL PROCESS - STAGE 2
SUMMARY OF COMMENTS

Policy Title: Academic Scheduling	Policy Number: 609
Sponsor: Wayne Vaught	Steward: Laurie Sharp
Presentation to: Faculty Senate	Date Presented: 10 Sep 2024

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
	4.3.3		x	We want to make sure that certain spaces with specific use designs (e.g., lab spaces, practices rooms, etc) are given priority according to their designated use. We recommend adding language like, “departments and colleges may be granted priority for certain classrooms and labs but may be required to share the use of these spaces depending on the needs of other departments and colleges.”	Good point! The following revision was made to 4.43: 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.
	5.2.6		x	The policy needs to address/define cross-listed sections of the same course where one section is in person while the other section is live-streamed.	Cross-listing F2F with Livestream is not approved for general use. As such, the following policy addition was made to address the concern and be clearer: 5.2.6 Academic departments are encouraged to coordinate internally or with other academic departments to offer pairs of approved hybrid model classes (i.e., face-to-face lecture + online schedule types) to best utilize the classroom/lab space and to align with

					<p>standard meeting patterns for student-centric scheduling.</p> <p>5.2.6.1 Cross-listing face-to-face lecture and livestream schedule types is not approved for general classroom use.</p>
	5.3.4	x		<p>As it is currently stated, 5.3.4 and the supporting subsections seem to form a contradiction. We suggest that 5.3.4 be changed to read something like:</p> <p>“Once student views open and registration begins, high-impact course section changes may not be requested <i>without being vetted in the following way.</i>”</p>	<p>5.3.4 was revised based on this feedback and feedback provided by others in Stage 2:</p> <p>Once student viewings open and registration has begun, high-impact course section changes will only be considered under extenuating circumstances and must be vetted in the following way.</p>
	5.3.7.1		x	<p>Leave such decisions to departments, department chairs, colleges/schools, and deans.</p> <p>Joshua Fagan’s Note: The above statement is a succinct capture of very complex views on this section of policy; a sound bite if you will. It is the voted on and accepted comment language by the Faculty Senate. In my letter on the Faculty Senate’s decision to vote against implementation of this policy I wrote the following which I believe is analogous to the above statement:</p> <p><i>“We believe that deans need to be given the latitude to empower departments to see that their degrees and programs are being administered in a way that allows students the opportunity for timely completion of</i></p>	<p>Excellent points. Section 5.3.7.1 is removed from policy. It is important to capture practices that already take place in writing. The information about course enrollment minimums will remain as is in the Guidelines but not be included in policy.</p>

				<p><i>their course work."</i></p> <p>I hope this is helpful.</p>	
	5.3.7.1		x	<p>Though we recognize this has yet to be done in the policy as it currently reads we recommend that no such minimum enrollment be applied to our graduate programs in future iterations of this policy.</p>	<p>This section only applies to undergraduate programs. There is no intention at this time to extend this to graduate courses. This section has been deleted.</p>
	5.4.3		x	<p>When reviewed in isolation, the language in this section appears somewhat ambiguous and may unintentionally grant instructors a level of discretion that could be problematic. Therefore, we recommend that it be explicitly clarified that all final exam scheduling decisions are made in accordance with section 5.4.1, which states that all such scheduling is managed by the Academic Scheduling Office. This clarification would ensure consistency in the scheduling process and prevent any misinterpretation of the policy's intent.</p>	<p>Good suggestion. To address this concern, 5.4.3 was moved under 5.4.1 to make it clearer that the Academic Scheduling Office manages final exam scheduling decisions:</p> <p>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.</p> <p>The numbering was adjusted in the remainder of 5.4 to accommodate this revision.</p>

**Policy Approval Process - Stage 2
Summary of Comments - PACE**

Policy Title: Academic Scheduling	Policy Number: 609
Sponsor(s): Wayne Vaught	Steward(s): Laurie Sharp
Presentation to: PACE	Date Presented: 4/16/24

Note: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.)

CAMPUS ENTITY	POLICY SECTION	Editorial Comment	Substance Comment	CONCERN	SPONSOR/STEWARD RESPONSE
PACE	4.2/4.3	X		<p>As nonfaculty, 4.2 and 4.3 seem like the same thought and can be combined.</p> <p>If Academic Scheduling is responsible for scheduling and authorizing the use, why do we separately need to state that they will follow their academic scheduling guidelines?</p>	<p>Good catch! To make the distinction clearer, 4.3 was revised as follows: 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.</p>
PACE	4.7		X	<p>What is the purpose of this statement? If it is for faculty to follow a certain process, it needs more information.</p>	<p>This statement is important, as it is connected to a NWCCU accreditation requirement and states that no off-the-book credit-bearing courses may be taught. 4.7 was revised to be clearer:</p>

					<p>4.8 All for-credit course sections must be included in the University's official schedule of classes.</p>
PACE	5.2.3		X	<p>Due to issues with faculty switching between in person and online during the semester, consider making 5.2.3 a statement to faculty as well.</p>	<p>Section 5.2.3 was revised as follows: 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.</p>

DRAFT

POLICY APPROVAL PROCESS - STAGE 2
SUMMARY OF COMMENTS

Policy Title: Academic Scheduling	Policy Number: 609
Sponsor: Laurie Sharp	Steward: Wayne Vaught
Presentation to: Academic Scheduling Office	Date Presented: 08/28/2024

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
	Throughout	X		Inconsistent reference to authorized scheduler.	Changed "...authorized academic scheduler..." to "authorized scheduler" in 5.2.4, 5.3.2, 5.3.3, and 5.3.4.1. Corrected title of "Associate Provost for Academic Programs and Assessment" to "Senior Associate Provost for Academic Programs, Assessment, and Accreditation."
	5.3.2		X	"Academic department chairs and authorized academic schedulers must plan, prepare, and submit semester schedules using the University's designated scheduling software according to the deadlines the Academic Scheduling Office publishes." Partial duplication of 5.1.2.1?	5.1.2.1 delineates the broad responsibilities of authorized schedulers, whereas 5.3.2 names a specific step in the scheduling process that requires department chairs and authorized schedulers to work together to produce semester schedules.
	5.3.2.1		X	"...may require approval..." Needs clarification. At ASO's discretion...?	5.3.2.1 was revised as follows: 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 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.

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	5.3.4		X	<p>"Once student views open and registration begins, high-impact course section changes may not be requested."</p> <p>Is this accurate?</p>	<p>5.3.4 was revised based on this feedback and feedback provided by others in Stage 2:</p> <p>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.</p>
	5.3.4.1		X	<p>"An academic department chair or authorized academic scheduler can submit high-impact course section changes for consideration by the appropriate dean or the Office of the Provost. "</p> <p>Conflicts with 5.3.4</p>	<p>Deleted 5.3.4.1. Revised 5.3.4.2 as follows:</p> <p>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</p>
	5.3.4.2		X	<p>"High-impact course section changes require clear justification and approval from 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 Associate Provost for Academic Programs and Assessment."</p>	<p>Addressed with the revisions noted in the preceding row.</p>
	5.3.5		X	<p>"Academic department chairs and authorized schedulers are prohibited from canceling a course section and re-adding it with different coding to avoid approval from the dean's office."</p>	<p>Revised as follows:</p> <p>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</p>

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				"prohibited"?	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		X	"The Academic Scheduling Office shall be contacted directly for same-day or urgent requests." Remove sentence.	Removed
	5.3.7		X	"The Academic Scheduling Office may modify general classroom assignments when Accessibility Services approves a new or modified accommodation request or when actual enrollment does not meet sufficient enrollment for the classroom size." Split into two sentences. One about ADA, and one about room utilization.	Revised as follows: 5.3.7 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.
	5.3.7.1		X	"Academic departments and schools/colleges may set their own standards for sufficient enrollment provided that the enrollment number is not lower than the University's standard." I believe the intent here was speaking to <u>only</u> those sections requiring a general classroom. Can it be reworded to eliminate their concerns vs creating "exceptions" to a policy? Suggestion: "...provided that the enrollment number is not lower than the University's standard for classes requiring a general classroom. "	This section was deleted.
	5.3.7.2	X		"...determined by the combined enrollment number..."	Revised as follows (renumbered to 5.3.7.1):

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				Change "combined" to "total".	5.3.7.1 Sufficient enrollment for a cross-listed group is determined by the total enrollment number in all course sections.
	5.3.8	X		"Cross-listed courses and course sections must use the same course number..." Only true for courses. Sections can be the same or similar (i.e., 3000 w/321R, or 4800 w/481R). We allow for special topics courses.	Revised as follows: 5.3.8 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.
	5.3.8.1	X		"If cross-listing with a special topics course..." Change to 5.3.8.2.	Kept as 5.3.8.1
	5.3.8.2	X		"Course section level cross-listing..." Change to 5.3.8.1	This is included as a definition, so a change here is not needed.
	5.3.8.2	X		"...using the same coding." Change to "...using the same section coding."	Added the word "section" before the word "coding": 5.3.8.2 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		X	Final Exam Schedule Does anything in this section conflict with UVU's policy of Final Exams?	3 There is a very brief section on final exams in the Policy 601 Classroom Management. Section 5.4 of this policy does not conflict with that.
	5.4.1	X		"...all course sections..." Change to "...all full semester course sections...".	Revised as follows: 5.4.1 The Academic Scheduling Office oversees the scheduling of final exams/assessments for all full semester

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					course sections and publishes the final exam schedule annually on their website.
	5.4.2	X		"... from the published schedule..." Change to "...from the official published schedule...". "...to avoid conflicts..." Change to "... as it creates conflicts..."	Revised as follows: 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 for space assignments.
	5.4.3	X		"...may deviate..." Change to "... will deviate...".	Revised as follows (and renumbered as we moved the section): 5.4.1.1The final exam schedule allows for a one-hour and 50-minute block of time for each final exam/assessment. To accommodate this block of time, the final exam/assessment for a class will deviate from its regularly scheduled day, time, and/or location.
	5.4.3.1	X		" Full semester classes..." Change to "Full semester lecture classes...". In practice, lab-only sections give finals on the last day of class.	Revised as follows (renumbered to 5.4.1.2): 5.4.1.2 Full semester lecture classes advertised and delivered in face-to-face or livestream modalities 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.
	5.4.4	X		"...academic spaces cannot accommodate any special event..." Change to "...any Event Services-related events..."	Revised as follows (renumbered to 5.4.3): 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 Events Services-related

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					events scheduling during the final exam week.

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POLICY APPROVAL PROCESS - STAGE 2 SUMMARY OF COMMENTS

Policy Title: 609 Academic Scheduling	Policy Number: 609
Sponsor: Wayne Vaught	Steward: Laurie Sharp
Presentation to: UVUSA	Date Presented: September 5, 2024

NOTE: Indicate with X whether the comment is editorial (grammar, punctuation, sentence structure, etc.) or is a substance comment (content, procedure, etc.).

CAMPUS ENTITY	POLICY SECTION	Editorial Comment?	Substance Comment?	CONCERN	SPONSOR/STEWARD RESPONSE
UVUSA	All 3.0		x	Technology should be utilized for efficient class scheduling for students	Technology plays a key role in class scheduling at UVU, with several systems in use, including Banner, Evolve, and 25 Live. Although these systems do not integrate with one another, each serves a critical function, contributing to overall scheduling efficiency to some extent.
UVUSA	general		x	We like that it is beneficial for communication and is accessible for students	This is good to know!
UVUSA	5.0		x	Interested in having more class options and availability especially in established programs (especially more in person classes)	This is excellent feedback that needs to be shared with department chairs when additional class options and offerings are needed for specific courses and programs.