James Madison University
Class Scheduling Policy

Goal:
The goal of the class schedule is to meet the needs of James Madison University students and faculty by making efficient and effective use of classroom space and instructional hours.

Objectives:
- Ease student scheduling by maintaining standardized class meeting times that minimize time conflicts.
- Optimize classroom usage throughout the instructional day and week including more class meetings on Fridays.
- Distribute space utilization across the days of the week and weeks of the semester.
- Meet SCHEV space utilization guidelines

Standard Meeting Times

<table>
<thead>
<tr>
<th>MWF:</th>
<th>MW, WF, MF:</th>
<th>TT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00a-8:50a</td>
<td>7:35a-8:50a</td>
<td>8:00a-9:15a</td>
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<tr>
<td>9:05a-9:55a</td>
<td></td>
<td>9:30a-10:45a</td>
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<tr>
<td>10:10a-11:00a</td>
<td></td>
<td>11:00a-12:15p</td>
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<tr>
<td>11:15a-12:05p</td>
<td></td>
<td>12:30p-1:45p</td>
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<tr>
<td>12:20p-1:10p</td>
<td></td>
<td>2:00p-3:15p</td>
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<tr>
<td>1:25p-2:15p</td>
<td></td>
<td>3:30p-4:45p</td>
</tr>
<tr>
<td>2:30p-3:20p</td>
<td>2:30p-3:45p</td>
<td>5:00p-6:15p</td>
</tr>
<tr>
<td>4:40p-5:30p</td>
<td>4:40p-5:55p</td>
<td></td>
</tr>
<tr>
<td>5:45p-6:35p</td>
<td>5:45p-7:00p</td>
<td></td>
</tr>
<tr>
<td>6:50p-7:40p</td>
<td>6:50p-8:05p</td>
<td></td>
</tr>
</tbody>
</table>

Meeting Patterns:
- MWF – 50 minute classes that meet three times per week.
- TT, MW, WF, MF – 75 minute or 50 minute classes that meet two times per week.

Prime Time:
- MWF 10:10 am – 2:15 pm
- TT 9:30 am – 1:45 pm

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Guiding Principles:
The Office of the Registrar will review the schedule of classes for conformity to the following guiding principles each semester. Nonconformity will be reported to the college dean/associate dean and the Office of the Provost.

- All classes, regardless of length, must begin OR end at official standard class meeting times.
- All classes with start times from 8:00 am to 5:45 pm on MWF and from 8:00 am to 5:00 pm on TT must adhere to the standard schedule. Upon request, flexibility may be given after 2:15 pm to units which have already achieved utilization objectives (see above).
- Academic units may schedule up to 50% of their classes during prime time (MWF 10:10 am-2:15 pm; TT 9:30 am-1:45 pm).
- Academic units may schedule up to 50% of all classes on a TT meeting pattern.
- Any course offering only one weekly meeting which lasts longer than a standard time must be scheduled outside of prime time.
- Once-per-week classes that start prior to 3:30 pm must be paired according to one of the two-day per week patterns (MW, WF, MF, TT). For example, a TU class starting at 9:30 am must be balanced by another TH class starting at the same time in the same room.
- Eight-week block courses must conform to scheduling guidelines.
- Eight-week block courses must be balanced between block 1 and block 2.
- Classes meeting during the summer term are not required to adhere to these scheduling guidelines.

Exceptions:
All classes are expected to conform to the guidelines above. Requests for exceptions are subject to the approval of the Schedule Management Group with final approval of the Office of the Provost. Variations in the application of these guidelines may be arranged for units with specific and persistent scheduling issues due to student learning needs or on behalf of enhanced space utilization. Persistent practices of that type, once approved as variations within colleges or academic units, will be acknowledged in subsequent versions of the policy.

Questions should be directed to the person listed below for your college.

College of Arts and Letters, Dr. Jessica Adolino at adolinjr@jmu.edu
College of Business, Dr. Rick Mathieu at mathierg@jmu.edu
College of Education, Dr. Peggy Shaefifer at shaefimb@jmu.edu
College of Health and Behavioral Sciences, Dr. Rhonda Zingraff at zingram@jmu.edu
College of Integrated Science and Engineering, Dr. Jeffrey Tang at tangjd@jmu.edu
College of Science and Mathematics, Dr. Judy Diltz at diltsja@jmu.edu
College of Visual and Performing Arts, Dr. Marilou Johnson at johnsomx@jmu.edu
University Studies, Dr. Herb Amato at amatohk@jmu.edu

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