Academic Scheduling Policies

Below is a list of important policies related to academic scheduling. These policies and practices should have been enacted by the University Scheduling Committee and the Provost's office with the approval of University Senate. If you have any questions, please email scheduling@rowan.edu.

**Slots**

There are 42 valid slots in a given room:

- Monday – Thursday: Slots 1 – 9 (8am – 9:15pm)
- Friday: Slots 1 – 4 (8am – 1:45pm); Slots 6 & 7 (3:30pm – 6:15pm)

Other slots may be used as needed by departments with the exception of slot 5 on Fridays which is the Open Period and **NO CLASSES** are to be offered at that time.

**General Policies**

Each department, in coordination with the Dean’s office, should complete their schedule using the proof document only. It is expected that colleges will be meeting on a regular basis to review scheduling needs.

If any slots have been swapped by departments, please note that in the Notes section on the spreadsheet.

All documents should be collected by the appropriate scheduling designee in the Dean’s office. Once all documents are collected and reviewed, documents should then be forwarded to scheduling@rowan.edu. This email will be electronic approval of the proofs for your college.

Documents should not be scanned and emailed. Only the Excel spreadsheets should be sent to scheduling@rowan.edu.

Classes must start (preferred) or end on a slot time unless provided permission by the Office of University Scheduling.

**Conference Room**

Starting the fall 2014 semester, if a department wishes to use a conference room for classes:

- The room must meet pedagogical needs with how it is set up as of today. No new technology will be added to the conference room. Room capacities will be strictly enforced.
• Conference rooms will not be provided tech support, furniture support as it relates to classes, or any other additional accommodations that regular classrooms are provided.
• Conference rooms are not assigned as classrooms to the department in their bank of classes for a given semester. So we cannot tell you what the availability of a conference room is. An individual will need to either check 25Live for availability or if the department is not using 25Live to schedule their conference room then an individual will need to check whatever scheduling system is being used by that department.

If a department is using a conference room to host a course, that room number should be conveyed to University Scheduling in the planning document and future SCAFs.

**Dean's Office Responsibilities**

- Completeness of scheduled courses and sections. Are all courses and sections offered included in the schedule?
- Inclusion of assigned instructors' Banner IDs to ensure that all courses are properly staffed.
- Time conflicts for instructors, courses, and sections.
- Ensure that courses are offered for the correct number of credits.
- Check to make sure caps on all course sections are correct.
- Check to make sure the correct course title is provided.
- Confirm courses are either starting (preferred) or ending at a grid time to prevent registration conflicts.
- Ensure no courses are begin offered from 2:00pm to 3:15pm on Fridays.

**Double Period Policy**

All traditional 3 s.h. courses that meet once a week as a double-period class at the Glassboro and Camden Campuses will be scheduled as two discrete time slots plus a 15-minute interval in between. For example, a double period course beginning at 8 a.m. would be scheduled from 8 a.m. to 9:15 a.m. and would resume from 9:30 a.m. to 10:45 a.m. A break is built in through the 15-minute interval. Instructors have the academic freedom to execute the break any time from the beginning of the first period to the end of the second period as long as the policy is delineated to students in the syllabus.

Double period, 3 s.h. courses offered back-to-back starting at 5:00pm will be addressed on a case-by-case basis between the Office of University Scheduling and the impacted department(s).