

Course Scheduling Guidelines and Worksheets for Fall Semester and Spring Semester 2012-13

Revised Course Scheduling Guidelines
Approved by CEPC April 5, 2006

1. The number of lecture and discussion sections scheduled by a department may equal no more than 10% of the department's total courses per time period. (There are 10 standard time periods in our course schedule.)

- * 9:05-10:00 a.m. MWF
- * 10:45-11:40 a.m. MWF
- * 11:50 a.m.-12:45 p.m. MWF
- * 9:35-11:00 a.m. T/9:30-10:50 a.m. Th
- * 11:45 a.m.- 1:10 p.m. T/12:45-2:05 p.m. Th

CEPC grants the Registrar authority to enforce these guidelines, and to use her discretion in extending the 10% limit to additional time periods when necessary.

2. Departments shall spread their courses evenly through the day during interim and summer school.

* * * * *

We have attached worksheets to assist you in determining how many courses your department may schedule during each class period. This will help to ensure that everyone has sufficient and appropriate classroom space for the academic year. We ask that you return the worksheets along with your white proof sheets.

* * * * *

The Faculty Manual contains guidelines concerning evening classes:

X.B.1.d. Evening classes during the semester, taught by regular St. Olaf faculty, may be offered on Monday and Thursday between the hours of 7:00 p.m. and 10:00 p.m. Any sequence of three hours may be selected for a course within this six-hour block of time, but times must be listed on the registration schedule, and they may not be changed after the semester has begun.

- 1.) No department is required to offer evening classes.
- 2.) The number of evening classes is ordinarily limited to two per semester per department.
- 3.) In exceptional circumstances, to accommodate the schedule of a faculty member teaching only one course at St. Olaf College or for reasons related to the availability of facilities, a department may offer an evening class on evenings other than Monday and Thursday between the hours of 7:00 p.m. and 10:00 p.m.
- 4.) All courses proposed for evening must be approved by the Registrar. **Exceptions to the customary Monday and Thursday evening class times must be approved by both the Registrar and the Curriculum Committee.**

* * * * *

If you have any questions, please contact Kathy either via e-mail (granquik) or by calling her at x8009.

Thank you!