

## SCHEDULE PREPARATION POLICY

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<b>Title:</b>	<b>Schedule Preparation Policy</b>
<b>Policy Number:</b>	AA 01 / September 2014
<b>Effective Date:</b>	September 06, 2014
<b>Issuing Authority:</b>	Board of Deans

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### 1. RATIONALE

Posting an accurate schedule at the appropriate time is evidence of good planning, organization, and coordination among concerned university units. This policy sets the responsibilities, procedures and timelines to prepare and publish course schedule and the rules to modify it thereafter. The fundamental principle is to establish **one system** to be universally applied. It is understood that the nature of some programs requires deviation from the established system.

### 2. POLICY

Preparing the Course and final exam schedules shall comply with the following guidelines:

1. Class schedules are developed to accommodate students' needs first and foremost and to make effective use of resources – classroom and labs.
2. The Registrar's Office (RO) shall coordinate with the colleges to prepare and publish by the end of the **9th week** of the fall (spring) semester the course schedule of the spring (fall) semester.
3. The RO, in collaboration with the departments that offer them, shall prepare the offering of University required and elective courses first to accommodate the needs of the students in terms of the number of sections, distribution of courses among categories and scheduled times. Additionally, the RO coordinates with the Central Laboratory Directorate to establish the schedule of shared laboratories. This should be done by the end of the **5<sup>th</sup> week** of the fall (spring) semester and the academic departments shall prepare major course offerings accordingly.
4. The schedule shall include the following for each offered course/section (lecture and lab): course code, title, instructor, and the days and time taught. Also include for each lab section the room in which the lab is to be taught.
5. A 3-credit course shall normally be scheduled according to the following formats:
  - a. Top of the hour for 50 min on Monday, Wednesday and Friday
  - b. Top or half the hour for 75 minutes on Tuesday and Thursday or on Monday and Wednesday between 11:00 am – 2:00 pm.
6. A one-credit hour Laboratory course that is taught separately from the related course shall be scheduled at appropriate times for two consecutive hours.
7. No classes shall be scheduled during Friday Prayer between 11:00 am – 2:00 pm.
8. The schedule should leave the 11:00-12:00 time slot on Tuesday and Thursday open for meetings and other activities.
9. Modifications to the schedule after it is posted require the approval of VP for Academic Affairs.
10. The final exams schedule shall be announced before semester classes begin.
11. The final exam for all sections of a multiple sections course shall be scheduled at the same time and the final exam for large enrollment courses shall be scheduled earlier.
12. Classrooms are assigned in accordance with course decreed capacity.

### 3. PROCEDURE AND TIMELINE

1. The RO announces the registration timeline by the end of the 5<sup>th</sup> week

2. The RO prepares reports on the number of students in each level of all programs and the number of students expected to take the University electives and required courses after the drop and add period.
3. The RO prepares the schedule for the University required and elective courses, in coordination with the concerned departments, by the end of the 5<sup>th</sup> week.
4. Based on the number of students the Departments prepare the list of courses, lecture and lab sections, enrollment capacity of each section they need to offer and proposed class times using the **Schedule Preparation Form**. The Dean of the College collects, reviews and approves the offering of courses in all majors and forwards them to the RO by the end of the 7<sup>th</sup> week.
5. The RO consolidates the schedules received from all colleges, assigns room numbers (preferably close to the faculty members office building) and sends back to the colleges for a final check and possible modifications by the end of the 8<sup>th</sup> week.
6. The RO publishes the schedule and announces the advising and registration period to take place during the 10<sup>th</sup> and 11<sup>th</sup> week, respectively.
7. Once the schedule is announced minor modifications may be allowed, pending approval of the Dean of the College and the VP for Academic Affairs in consultation with the RO, if a compelling reason exists to warrant the modification.
8. Each department updates the list of advisees and advisors on CampusVue to be printed accurately on the student's **Student Progress Report**.
9. Advising takes place during the 10<sup>th</sup> week. The RO shall provide all departments and units with the list of students and CampusVue generated *i-progress study plans* shall be made available to the advisors.
10. The final exams schedule shall be prepared and posted at the start of the semester.
11. The Admission Office should schedule the entrance exams and Language tests early to have the results before the start of the semester.

#### 4. SCHEDULE MODIFICATIONS

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If during the first phase of registration schedule changes become necessary, the process for changing the schedule shall follow the following procedure:

1. The Chairperson collects changes from the advisors and submit **Schedule Change Forms** to the Dean for his/her review by the end of the first phase of registration.
2. The Dean communicates the approved changes to the RO
3. The RO consults with the VP for Academic Affairs for decision and implementation.
4. No changes shall be made beyond that point unless a valid reason warrants the change.
5. No changes are allowed unless provisions are made to avoid upsetting the schedule of already registered students.

#### 5. RELATED ISSUES

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1. The course schedule should be distributed throughout the day and week if necessary to minimize conflicts and maximize utilization of available space and lab resources.
2. All concerned constituencies must work in unison to ensure successful outcomes.

#### 6. STAKEHOLDER IMPACT AND SCOPE

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This policy will reinforce due-process, facilitate the registration process, enhance collaboration of all concerned constituencies, maximize utilization of space and lab resources, reduce conflicts and promote the culture of organization - the framework for quality.

#### 7. RELATED DOCUMENTS

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- Schedule Preparation Forms.
- Student Progress Report.

**8. APPROVAL AND REVIEW**

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The stakeholders who reviewed and approved the policy are:

1. Policy proposed by:
2. Reviewed and forwarded by: \_\_\_\_\_
3. Colleges
4. Registrar's Office

**9. FINAL APPROVAL**

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Approved as policy by the Board of Deans on:	September xx, 2014
Approved by the BOT (if required) on:	NA
Dates of Official Enactment:	September xx, 2014
Dates of Amendments:	
History:	
Cross Reference:	
Next Revision Date:	

President	
Signature:	Date:



## SCHEDULE MODIFICATION FORM

College		Department	
Term		Year	

Requested changes								
<input type="checkbox"/> Delete Section; <input type="checkbox"/> Add Section; <input type="checkbox"/> Change instructor; <input type="checkbox"/> Change time; <input type="checkbox"/> Change Room								
Course Code	CRN	Course Title	Days	Time	Sec	Instructor	Room	Cr.
Justifications								
Approvals								
Chairperson						Date		
Dean						Date		
VP for Academic Affairs						Date		

Registrar's Action	
Changes Implemented by	
Date	
Signature	

## SECTION CAPACITY INCREASE APPROVAL FORM

<b>College</b>		<b>Department</b>	
<b>Term</b>		<b>Year</b>	

Course Code	CRN	Course Title	Days	Time	Sec	Current Capacity	New Capacity

**Justifications**

### Approvals

<b>Chairperson</b>		<b>Date</b>	
<b>Dean</b>		<b>Date</b>	
<b>VP For Academic Affairs</b>		<b>Date</b>	

### Registrar's Action

<b>Changes Implemented by</b>	
<b>Date</b>	
<b>Signature</b>	