Course Offering Distribution Requirements and Classroom Allocation

Your department must distribute courses in the following manner in order to be in compliance with the dean’s office (and University Policies). Your course schedules should be constructed as follows –

* **60% of your UG courses should be MWF**
* **40% of your UG courses should be TR**
* **75% of all your UG during the day**
* **25% of all your UG during the evening**
* **Labs should be scheduled equally throughout entire day, maximizing and scheduling all lab time for instructional purposes (if designated an instructional lab).**

The above percentages do not include graduate courses. However, the College requires the use of University Course Standard Time Bands for graduate course as well. If you place too many graduate courses at one particular time, it will create “Homeless” situations for other courses.

To ensure an overall student station occupancy rate of 60%, classrooms are assigned to courses based on actual enrollment trends over the past three years.

Additionally, please note that general purpose classrooms are assigned in the following manner:

* + First priority:  Academic units requesting general purpose classrooms with an 80% fill-ratio, based on past enrollment trends, receive first priority assignment.  Large classrooms with 100 or more seats require 95% fill-ratio for first priority assignment.  First priority courses are scheduled during requested periods.  Units may consolidate enrollments from prior multiple sections to demonstrate potential 80% utilization for a requested time-block in the upcoming semester.
	+ Second priority:  Academic units requesting general purpose classrooms with less than 80% fill-ratio, based on past enrollment trends, receive second priority assignment.  If second priority courses cannot be accommodated during a requested time-block, they are scheduled at another time-block within the morning, afternoon or evening period of the requested time-block.
	+ Third priority:  Academic units requesting courses during non-standard time-blocks and/or non-standard start times are given third priority designation.  Academic units requesting courses during these non-standard time patterns must offer other courses of a similar size in the complementary periods during the week.

In order to receive an exception to these requirements it must be approved by the dean.