

## SCAPP-endorsed Rule for Standardized Meeting Times

Policy: Three credit-hour classes that are scheduled to meet in centrally-controlled (by registrar) classrooms shall follow the standardized meeting pattern listed below. Three credit-hour classes that are scheduled to meet in a department/college-controlled (by deans) classroom are strongly encouraged to follow the standardized meeting pattern below. Once department/college-controlled classrooms and timeslots have been assigned in a given semester, residual classrooms will be transferred to the Registrar to be included in the general pool.<sup>1</sup>

The Registrar's Office defines a standardized meeting pattern in terms of the following 20 class meeting times.

MWF 8:00-8:50 AM		TR 8:00-9:15 AM
MWF 9:00-9:50 AM	MW 3:00-4:15 PM	TR 9:30-10:45 AM
MWF 10:00-10:50 AM	MW 4:30-5:45 PM	TR 11:00 AM-12:15 PM
MWF 11:00-11:50 AM	MW 6:00-7:15 PM	TR 12:30-1:45 PM
MWF 12:00-12:50 PM	MW 7:30-8:45 PM	TR 2:00-3:15 PM
MWF 1:00-1:50 PM		TR 3:30-4:45 PM
MWF 2:00-2:50 PM <sup>2</sup>		TR 5:00-6:15 PM
		TR 6:30-7:45 PM
		TR 8:00-9:15 PM

Requests for exemptions are granted on a semester-by-semester basis, and must be approved by the dean of the college in which the department of the course resides. The instructor of the course must provide a brief justification, in writing, to the college dean.<sup>3</sup> If approved, the exemption will be transmitted to the Registrar.

Classes designated as a laboratory, studio, or clinic are exempt from the standardized meeting pattern. Professional schools are also exempt. However, classes in these categories should start and end at at standard times.

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<sup>1</sup> In the event that department/college-controlled classrooms and timeslots are out of compliance with the proposed policy, residual classrooms and timeslots transferred to the Registrar for general use will also likely be out of compliance and, therefore, of little use to the Registrar.

<sup>2</sup> Classrooms are widely available beginning at 3:00 each Friday for faculty/staff use, study hall, co-curricular activities, etc.

<sup>3</sup> Exemptions could include, but are not limited to: Unique course pedagogy, asynchronous on-line courses, courses in programs with regularly scheduled off-campus activities (e.g., student teaching), instructor hardship, etc.

Distance learning classes with synchronous instructor-student interactions scheduled to occur between 8:00 a.m. and 9:15 p.m. on Mondays, Tuesdays, Wednesdays, and Thursdays shall follow the standardized meeting pattern.<sup>4</sup>

Should conflicts arise as a result of multiple requests for a particular classroom for a particular time slot, priority will be given to:

- Courses with great enrollment (vs. fewer students enrolled)
- Undergraduate courses (vs. graduate courses)
- Required courses (vs. electives)
- Lower level courses (vs upper level)

Rationale: Classroom availability has become an increasingly large issue at the University of Kentucky. This is due in large part to the use of non-standardized meeting patterns, which drastically lowers the utilization efficiency of a classroom and often places severe constraints on students' ability to schedule needed classes at overlapping times. According to Registrar, roughly 30% of classes scheduled in a given semester do not meet in a "standardized" meeting time. Further, adherence to standardized meeting times for department/college-controlled classrooms would allow for a more congruent scheduling process once they are released to the Registrar for general use (after departments have had the opportunity to schedule their own classrooms).

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<sup>4</sup> With the obvious difference in physical vs. virtual classroom space, synchronous on-line classes that are out of compliance place similar constraints on student scheduling as do classes held in brick and mortar classrooms. Asynchronous on-line courses are exempt from the policy.