

Petition to Teach During Non-Standard Days/Times

Washington University requires all fall and spring classes scheduled in University-managed (pooled) classrooms to adhere to a standard set of meeting days and times. Ensuring that courses meet during approved days/times is beneficial to the University as it allows for a greater distribution of classes throughout the day, reduces the number of course time conflicts for students, reduces the number of courses that must have enrollments capped due to room size, and facilitates better matches of rooms with instructors' teaching needs.

If an instructor needs to meet outside of the standard teaching days/times, a petition for an exception must be submitted, as outlined below. Petitions will be considered by the University Scheduling Review Committee.

If you are making a request for multiple sections of the same course, you must fill out a separate petition form for each section or subsection.

Petition approvals are only valid for one semester. Refer to the standard scheduling guidelines on pages 2 and 3 of this document for additional information.

GENERAL INFORMATION:

Academic Department/Program: _____

Requestor's name: _____

(All communication regarding this petition will take place with the requestor. The requestor is responsible for communicating the decision of the Committee with all interested individuals in his or her area).

Email: _____ Phone: _____ Campus Box: _____

COURSE INFORMATION:

Department: _____ Course Number: _____ Section or Subsection (e.g. 01 or A): _____
(e.g. L43) (e.g. 343)

Course Title: _____

Semester & Year of Course: _____ Day(s) of the Week: _____ Begin Time: _____ End Time: _____

of Units: _____ Projected Enrollment: _____ Semester & Year Course Last Offered: _____

Course Frequency:

- Annually Every 2 Years Other: _____
 Every Semester Every Third Semester
 Every 1 or 2 Years Unpredictable

Full name of instructor (if different from requestor's name above): _____

REASON FOR PETITION (Describe why this course cannot meet during standard days/times. Be specific.):

REQUIRED SIGNATURES (The Committee will not consider petitions without the appropriate signatures):

Instructor Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

**Submit completed forms to Máire Murphy, Office of the University Registrar,
maire.murphy@wustl.edu, Campus Box 1143, fax 935-4268.**

COMMITTEE ACTION:

- Petition Approved Date: _____ Requestor Notified Y N
 Petition Denied Date: _____ Requestor Notified Y N
 Petition Pending Additional Information Date: _____ Requestor Notified Y N
Committee Comments/Recommendations: _____

UNIVERSITY MANAGED (POOLED) CLASSROOM SCHEDULING POLICY

Assignment of Classes and University-Managed Classroom Scheduling

- Departments are encouraged to spread the times of their classes between 8:00 a.m. to 4:00 p.m. minimizing the number of classes held during the prime times (10:00 a.m. to 3:00 p.m.). This includes the summer semester.
- For classes that meet 1 day a week in 80 min. time slots, the schedule should follow the schedule for classes held 2 days a week in a 80 min. time slot. Classes should start at 8:30am, 10:00am, 11:30am, 1:00pm, 2:30pm or 4:00pm.
- Departments are discouraged from requesting classrooms seating more than 1.25 times the enrollment, due to inefficient use of the University-managed classrooms.
- When courses are entered on-line into the course-listings system (WUCRSL), administrators have the ability to specify certain room requirements (e.g. a/v equipment). Instructors should let their departmental contacts know when certain multimedia or other teaching resources are absolutely required, so that their classes will be assigned to appropriate spaces.
- The day and time of a class offering can have an impact on the availability of rooms. Instructors should check with departmental contacts to determine the impact of offering various courses at non-standard times. Each contact has access to the recommended standard class times.
- Classes are scheduled into University-managed (pooled) classrooms by the Office of the University Registrar, which also handles other academic and class-related scheduling such as final exams, review sessions, etc. For scheduling of classes and class-related events, contact the Office of the University Registrar:
 - John Pingree at 935-4145 (jpgingree@wustl.edu),
- Special events and non-academic scheduling into the University-managed classrooms, as well as event scheduling for student organizations, is handled by Event Management (<http://eventmanagement.wustl.edu>).
- ***Petitions to teach during non-standard days/times must be submitted to and approved by the University Scheduling Review Committee.***

(Questions about the scheduling process should be directed to Máire Murphy at 935-9818 or maire.murphy@wustl.edu, or John Pingree at 935-4145 or jpgingree@wustl.edu.)

FALL AND SPRING SEMESTER APPROVED TEACHING DAYS AND TIME

- Available start times only apply to classes requesting to be placed in University managed (pooled) classrooms
- Classes should not be scheduled during the blocks of time with shading

3 days a week in 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
MWF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm

2 days a week in 80 min. time slots or 1 day a week in 80 min. time slot

Days	Start	Start	Start	Start	Start	Start
MW, WF, MF	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
M or W or F	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
TuTh	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm
Tu or Th	8:30am	10:00am	11:30am	1:00pm	2:30pm	4:00pm

4 or 5 days a week in 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
MTuWTh, MTuWF, MTuThF, MWThF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm
MTuWThF	8:00am	9:00am	10:00am	11:00am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm

1 day a week in 50 min. time slots or 2 days a week in 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
M or W or F	8:00am	9:00am	10:00am (for 1 day a week Friday only sections)	11:00am	12:00pm	1:00pm (for 1 day a week Friday only sections)	2:00pm or 2:30pm	3:00pm or 3:30pm	4:00pm
MW, WF, or MF	8:00am	9:00am		11:00am	12:00pm	1:00pm	2:30pm	3:00pm	4:00pm
Tu or Th	8:00am	9:00am					2:30pm	3:00pm or 3:30pm	4:00pm
TuTh	8:00am	9:00am					2:30pm	3:00pm	4:00pm

- These time slots are generally used for subsections, laboratory lectures, scholarship and FOCUS classes.

1 day a week in 1 hour, 50 min. time slots or 2 days a week hour in 1 hour, 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
M or W or F MW, WF, or MF	8:00am			11:00am (for 1 day a week Friday only sections)	12:00pm (for 1 day a week Friday only sections)	1:00pm (for 1 day a week Friday only sections)	2:00pm or 2:30pm	3:00pm	4:00pm
Tu or Th or TuTh	8:00am						2:30pm	3:00pm	4:00pm

1 day a week in 2 hour, 20 min. or 2 hour, 50 min. time slots

Days	Start	Start	Start	Start	Start	Start	Start	Start	Start
M or W or F				11:00am (Friday only sections)	12:00pm (Friday only sections)	1:00pm (Friday only sections)	2:00pm or 2:30pm	3:00pm	4:00pm
Tu or Th							2:30pm	3:00pm	4:00pm

Evening/Weekend Classes - Recommended Start Times:

M, Tu, W, or Th 5:30pm, 6:00pm, 6:30pm, 7:00pm

M&W 5:30pm, 6:00pm, 6:30pm, 7:00pm

Tu&Th 5:30pm, 6:00pm, 6:30pm, 7:00pm

(Note: Contact Engineering Student Services for details about engineering evening class times.)

Saturday: Please start classes on the hour or half hour