



## Campus and Divisional Course Scheduling Policies and Other Applicable Curriculum Policies Related to Course Scheduling

### Scheduling:

- Initial room assignments for classes are made based on projected enrollments being equal to or greater than 80 percent of room capacity.
- Divisions must schedule no more than 60 percent of their primary sections during prime-time hours. Prime time is defined by the Registrar as MWF 9:20 am–3:45 pm and TT 9:50 am–3:05 pm (Campus policy requires course sponsoring units to offer at least 40 percent of their courses outside of prime time in order to ensure student access to a wide range of classes and to maximize use of classroom space throughout the week.)
- Specialized facility needs will be considered and accommodated whenever possible.
- Requests that underutilize space will be scheduled after other scheduling needs have been met.
- Classes may need to be moved during the enrollment period to accommodate actual enrollments, if other classes need larger rooms.
- Department space may be scheduled for general campus use only when no general assignment classroom space is available between 8:00 A.M. and 5:00 P.M. Scheduling agreements will be negotiated between the Office of Planning and Budget, the Office of the Registrar, and affected departments.
- Only graduate seminars and senior seminars adopting a similar pedagogy may be scheduled in once-weekly sessions in the Humanities Division.
  - Courses carrying fewer than five-credits can be considered for once-per-week scheduling based upon request and pedagogical justification.
  - Once-weekly Humanities senior seminar courses, which exceed a standard-length time block, may only be offered after 4 p.m. on Monday, Wednesday, or Friday or after 4 p.m. on Tuesday or Thursday, regardless of whether the class is to be offered in department or registrar space.
- Office Hours. Normal duties associated with a course assignment include responsibilities such as holding regular office hours. An instructor whose course is scheduled for once-per-week sessions is expected to hold in-person office hours on another day from the class meeting in order to provide students with access to the instructor on more than one day per week.

- Minimum class size. UC Policy establishes that minimum class enrollment norms are set to 12 for lower division, 8 for upper division, and 4 for graduate classes. The norms do not apply to independent study, research or thesis work. In the event that enrollment in a class falls below the specified norm in two successive offerings, the class should be conducted again only with the advance approval.
- The Registrar's [scheduling blocks](#) are designed to ensure that contact hours stay aligned with credit values. Off-grid course schedules are an exceptional practice for both practical and educational reasons.

#### Credit Hour Policy:

"SR 760 does not specify a relationship between unit value and class contact hours. UCSC utilizes the following model: a five-unit course should generally have 31.50 contact hours over the course of the term—3.15 hours a week (195 minutes) corresponding either to two 95-minute meetings or three 65-minute meetings per week. A two-unit course should typically involve 14 hours per term, or approximately one 90-minute meeting per week, although time for 2- and 3-unit courses can vary, with "independent studies," by definition, allowing less contact time, and public colloquia sometimes involving more."

#### Interview Only Course Policy:

"It is not appropriate for a board's courses to make widespread use of the "interview only" requirement for enrollment. In the few courses where "interview only" is requested, the criteria upon which entrance is granted should be clearly articulated in the catalog listing and should be defensible.

Exceptions will be made for units such as Music and Theater Arts, where the need for "interview only" designation on many courses is apparent.

It is further recommended that, whenever possible, interviews be completed early enough that continuing students can enroll, while an appropriate amount of the course capacity is reserved for new students (including transfer students)."

#### Policies on Numbering of Courses:

1. For new courses, please use a new course number, and one that has not been used in the recent past.
2. If you substantially change the content of an existing course, you must use a new course title and number. This is especially important for service courses and those used as prerequisites for students in other majors.
3. If your department anticipates large scale number changes for many of your courses, please inform CEP in the cover memorandum to your program statement changes ... Please do not wait until course changes are due in February to announce your number changes. Arbitrary number changes may be returned to your department by CEP with a request for an explanation, which could result in delays in processing.

## **Divisional Policies**

- Only graduate seminars and senior seminars adopting a similar pedagogy may be scheduled in once-weekly sessions in the Humanities Division. (Courses carrying fewer than five-credits can be considered for once-per-week scheduling based upon request and pedagogical justification.)
- Once-weekly Humanities senior seminar courses, which exceed a standard-length time block, may only be offered after 3:30 p.m. on Monday, Wednesday, or Friday or after 4 p.m. on Tuesday or Thursday, regardless of whether the class is to be offered in department or registrar space.
- An instructor whose course is scheduled for once-per-week sessions is expected to hold in-person office hours on another day from the class meeting in order to provide students with access to the instructor on more than one day per week.