Purpose: Establish coordination in the scheduling and rescheduling of courses and their classes.

Policy: Scheduling and rescheduling of a course is done by Student Services and the department or program responsible for the course and reviewed by the programs of which the course is a part.

No class in a course that is part of a program in the school may meet during 12:00 noon to 1:00 pm on Monday through Friday, except during finals week as defined by the school.

Coverage: All courses offered by the school.

Procedure:

Schedule Coordinators

A schedule coordinator is assigned for each course prefix by the department or program associated with the prefix and is responsible for coordinating the scheduling of courses with the prefix. A schedule coordinator may be the program coordinator, administrative assistant, or other staff person associated with the department or program. Student Services is notified of changes in schedule coordinators and maintains and publishes the list of schedule coordinators.

A schedule coordinator is named for each of the following course prefixes by the department or program associated with the prefix:

- PHBI – Bioinformatics and Biostatistics
- PHCI – CREST program
- PHDA – Bioinformatics and Biostatistics
- PHEH – Environmental and Occupational Health Sciences
- PHEP – Epidemiology and Population Health
- PHMS – Health Management and Systems Sciences
- PHPB – Health Promotion and Behavioral Sciences
- PHPH – MPH program
- PHST – Bioinformatics and Biostatistics

Calendar for Course Scheduling

Student Services is responsible for maintaining and publishing the calendar of due dates for course scheduling events and for notifying the faculty, staff, and students of availability and changes to the calendar. The calendar includes due dates as far into the future as reasonable and available.

Course Scheduling for a Semester or Term

- Student Services develops a draft course schedule for the term or semester based on previous schedules and on any notifications received from departments and programs about offering or not offering a course.
- Student Services publishes the draft schedule, along with the due date for requested additions, deletions, and changes, and notifies the schedule coordinators and program directors.
- A program director reviews the draft schedule for courses in the program and sends any proposed additions, deletions, or changes the appropriate schedule coordinators in sufficient time before the due date for the coordinator to deal with the request.
- A schedule coordinator for a course prefix compiles a list of proposed additions, deletions, and changes to the draft schedule involving courses with his or her prefix, after reviewing the draft schedule and any related information with the appropriate people (e.g., department chair, course directors, and program directors).
- If a schedule coordinator has proposed additions, deletions, and changes to the draft schedule,
he or she communicates the requests to Student Services by the due date.
  - The goal is to produce the best schedule possible at the time, so requests might include changes that are not yet certain. It is more important to meet the due date than to wait until all changes are fully and accurately known.
  - If there are no changes known at the time, the schedule coordinator does not need to communicate anything to Student Services.
- Student Services develops the current course schedule based on the draft schedule sent out and any requested additions, deletions, and changes received from schedule coordinators received by the due date.
  - If no requests are received for a prefix, the draft schedule is taken to be the best that is possible at the time.
  - Student Services works with the HSC classroom scheduler and the registrar in developing the current schedule.
  - Student Services makes a best effort to accommodate the requested changes.
- Student Services publishes the current schedule and notifies all faculty, staff, and students.

**Course Rescheduling for a Semester or Term**

- If, after reviewing the current schedule, a person has a proposed addition, deletions, or changes for a course with which he or she is involved, the person sends the request to the appropriate schedule coordinator.
- The schedule coordinator reviews the request with the appropriate people (e.g., course director, chair, and program director) and sends any change request to Student Services.
- Student Services works with the HSC classroom scheduler and the registrar to make the requested change.
- If the change request can be accommodated, Student Services revises the current schedule, publishes it, and notifies the appropriate schedule coordinator, who in turn notifies the appropriate persons (e.g., course director, chair, and program director).
  - If the change request cannot be accommodated, Student Services notifies the appropriate schedule coordinator, who in turn notifies the original requester.

**Examples:** Not applicable

**Discussion:** Scheduling and rescheduling of courses are complicated in that Student Services must work with the HSC classroom scheduler, who schedules all HSC classrooms. In addition, each course must have an officially sanctioned classroom in order to satisfy CPE requirements. It should be noted that none of the school’s conference rooms or the computer lab is an officially sanctioned classroom.

The due date for submitting scheduling preferences is determined by parties external to the school. Classroom and course schedules are compiled by the registrar’s office for reporting to the CPE by deadlines established by the CPE.

The dean’s office and Student Services are working on a system that tracks which courses are part of which curricula.

Classes are not held during the noon hour in order to allow students to schedule and attend school and student meetings and other school-related events.

**See also:**
- Policy on Course Sections
- Policy for Use of Computer Lab
- Policy for Use of Conference Rooms
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