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: Please list course information for the non-standard day/time being requested.

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
☐ Unpredictable
☐ Every 1 or 2 Years
☐ 

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 Jill Fechtman, Office of the University Registrar, jfechtman@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 1.5-hour time slots, the schedule should follow the schedule for classes held 2 days a week in a 1.5-hour 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 (jpinglee@wustl.edu),
  - Jill Fechtman at 935-9818 (jfechtman@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 may be directed to Jill Fechtman at 935-9818 or jfechtman@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 1.0 hour time slots

<table>
<thead>
<tr>
<th>Days</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>MWF</td>
<td>8:00am</td>
<td>9:00am</td>
<td>10:00am</td>
<td>11:00am</td>
<td>12:00pm</td>
<td>1:00pm</td>
<td>2:00pm</td>
<td>3:00pm</td>
</tr>
</tbody>
</table>

2 days a week in 1.5 hour time slots or 1 day a week in 1.5 hour time slot

<table>
<thead>
<tr>
<th>Days</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>MW, WF, MF</td>
<td>8:30am</td>
<td>10:00am</td>
<td>11:30am</td>
<td>1:00pm</td>
<td>2:30pm</td>
<td>4:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>M or W or F</td>
<td>8:30am</td>
<td>10:00am</td>
<td>11:30am</td>
<td>1:00pm</td>
<td>2:30pm</td>
<td>4:00pm</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TuTh</td>
<td>8:30am</td>
<td>10:00am</td>
<td>11:30am</td>
<td>1:00pm</td>
<td>2:30pm</td>
<td>4:00pm</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4 or 5 days a week in 1.0 hour time slots

<table>
<thead>
<tr>
<th>Days</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>MTuWTh, MTuWF, MTuThF, MWThF</td>
<td>8:00am</td>
<td>9:00am</td>
<td>10:00am</td>
<td>11:00am</td>
<td>12:00pm</td>
<td>1:00pm</td>
<td>2:00pm</td>
<td>3:00pm</td>
<td>4:00pm</td>
</tr>
<tr>
<td>MTuWThF</td>
<td>8:00am</td>
<td>9:00am</td>
<td>10:00am</td>
<td>11:00am</td>
<td>12:00pm</td>
<td>1:00pm</td>
<td>2:00pm</td>
<td>3:00pm</td>
<td>4:00pm</td>
</tr>
</tbody>
</table>

1 day a week in 1.0 hour time slots or 2 days a week in 1.0 hour time slots

<table>
<thead>
<tr>
<th>Days</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>M or W or F</td>
<td>8:00am</td>
<td>9:00am</td>
<td>11:00am</td>
<td>12:00pm</td>
<td>1:00pm</td>
<td>2:00pm</td>
<td>3:00pm</td>
<td>4:00pm</td>
<td></td>
</tr>
<tr>
<td>M, Tu, W, or Th</td>
<td>5:30pm</td>
<td>6:00pm</td>
<td>6:30pm</td>
<td>7:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M&amp;W</td>
<td>5:30pm</td>
<td>6:00pm</td>
<td>6:30pm</td>
<td>7:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tu&amp;Th</td>
<td>5:30pm</td>
<td>6:00pm</td>
<td>6:30pm</td>
<td>7:00pm</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Saturday</td>
<td>Please start classes on the hour or half hour</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evening/Weekend Classes - Recommended Start Times:

<table>
<thead>
<tr>
<th>Days</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
<th>Start</th>
</tr>
</thead>
<tbody>
<tr>
<td>M, Tu, W, or Th</td>
<td>5:30pm</td>
<td>6:00pm</td>
<td>6:30pm</td>
<td>7:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>M&amp;W</td>
<td>5:30pm</td>
<td>6:00pm</td>
<td>6:30pm</td>
<td>7:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tu&amp;Th</td>
<td>5:30pm</td>
<td>6:00pm</td>
<td>6:30pm</td>
<td>7:00pm</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Evening classes are discouraged from starting at 5:00 p.m. due to conflict with the ending times of daytime classes.
(Note: Contact Engineering Student Services for details about engineering evening class times.)