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
☐ 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 John Pingree, Office of the University Registrar, jpingree@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: _________________________________________________________
___________________________________________________________________________________________

Revised 4/16/20
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 (jpingree@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 John Pingree at 935-4145 or jpingree@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

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<th>Days</th>
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<tbody>
<tr>
<td>MWF</td>
<td>8:00am</td>
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2 days a week in 1.5 hour time slots or 1 day a week in 1.5 hour slot

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<th>Days</th>
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<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>
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<tr>
<td>M or W or F</td>
<td>8:30am</td>
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<tr>
<td>TuTh</td>
<td>8:30am</td>
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<td>Tu or Th</td>
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4 or 5 days a week in 1.0 hour time slots

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</thead>
<tbody>
<tr>
<td>MTuWTh, MTuWF, MTuThF, MWTThF</td>
<td>8:00am</td>
<td>9:00am</td>
<td>10:00am</td>
<td>11:00am</td>
<td>12:00pm</td>
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<td>MTuWThF</td>
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1 day a week in 1.0 hour time slots or 2 days a week in 1.0 hour time slots

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<th>Days</th>
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<tr>
<td>M or W or F</td>
<td>8:00am</td>
<td>9:00am</td>
<td>10:00am</td>
<td>(for 1 day a week Friday only sections)</td>
<td>11:00am</td>
<td>12:00pm</td>
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<tr>
<td>MW, WF, or MF</td>
<td>8:00am</td>
<td>9:00am</td>
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- These time slots are generally used for subsections, laboratory lectures, scholarship and FOCUS classes.

1 day a week in 2.0 hour time slots or 2 days a week hour in 2.0 hour time slots

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<td>M or W or F</td>
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<td>Tu or Th</td>
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1 day a week in 2.5 or 3.0 hour time slots

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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
Saturday Please start classes on the hour or half hour

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.)