

## Canonical Hours Policy 2017

The current canonical hours policy was adopted in 1997. This new policy expands the canonical periods and establishes scheduling principles in order to help support the evolution of the College, Divisions, and Schools, increase student access to courses, and address the overwhelming concurrent demands on classrooms.

Canonical Periods Beginning Autumn 2017				
Monday	Tuesday	Wednesday	Thursday	Friday
8:30am - 9:20am	8:00am - 9:20am	8:30am - 9:20am	8:00am - 9:20am	8:30am - 9:20am
9:30am - 10:20am	9:30am - 10:50am *	9:30am - 10:20am	9:30am - 10:50am *	9:30am - 10:20am
10:30am - 11:20am	11:00am - 12:20pm	10:30am - 11:20am	11:00am - 12:20pm	10:30am - 11:20am
11:30am - 12:20pm	12:30pm - 1:50pm	11:30am - 12:20pm	12:30pm - 1:50pm	11:30am - 12:20pm
12:30pm - 1:20pm	2:00pm - 3:20pm	12:30pm - 1:20pm	2:00pm - 3:20pm	12:30pm - 1:20pm
1:30pm - 2:20pm (or 2:50pm)	3:30pm - 4:50pm	1:30pm - 2:20pm (or 2:50pm)	3:30pm - 4:50pm	1:30pm - 2:20pm (or 2:50pm)
2:30pm - 3:20pm	5:00pm - 6:20pm	2:30pm - 3:20pm	5:00pm - 6:20pm	2:30pm - 3:20pm
3:00pm - 4:20pm	6:30pm - 9:30pm	3:00pm - 4:20pm	6:30pm - 9:30pm	3:00pm - 4:20pm
3:30pm - 4:20pm		3:30pm - 4:20pm		3:30pm - 4:20pm
4:30pm-5:20pm (or 5:50pm)	* T/R periods have shifted 30 minutes later than previous schedule	4:30pm-5:20pm (or 5:50pm)	* T/R periods have shifted 30 minutes later than previous schedule	4:30pm-5:20pm (or 5:50pm)
5:30pm - 6:20pm		5:30pm - 6:20pm		5:30pm - 6:20pm
6:30pm - 7:20pm (or 9:30pm)		6:30pm - 7:20pm (or 9:30pm)		6:30pm - 7:20pm (or 9:30pm)
Added periods	Added periods	Added periods	Added periods	Added periods

### Scheduling Principles:

1. Courses and regularly scheduled workshops/seminars will receive the highest scheduling priority.
2. Departments will submit their annual *Schedule of Classes* by April 1 each year.
3. Core and divisional course offerings should be more evenly distributed through all canonical days and times (Monday – Friday, 8:00 am to 9:30 pm).
4. Department courses and regularly scheduled workshops/seminars should be assigned to proprietary classrooms or nearby classrooms when the match is optimal.
5. Non-course activities are scheduled after courses and regularly scheduled workshops/seminars have been assigned a classroom.

## **Additional Scheduling Policies:**

- a. Applies to courses, both undergraduate and graduate, regularly scheduled workshops/seminars being scheduled in a classroom, and any professional school course cross-listed in the College or Divisions.
- b. A 3-hour course offered once a week should start and end on a canonical time; departments working from among their own courses, or working with another department should identify courses on the corresponding meeting pattern when possible to maximize classroom utilization.
- c. A 2-hour course offered twice a week can span two canonical periods and should start and end on a canonical time.
- d. Regularly scheduled workshops/seminars to be scheduled in a classroom should start on a canonical time; departments should identify a course or workshop/seminar on the corresponding meeting pattern when possible to maximize classroom utilization.
- e. The scheduling of the Humanities and Social Sciences College Core lectures should be coordinated to maximize the use of large lecture rooms.
- f. Changes in enrollment limits resulting from increased student demand or the consolidation of multiple sections that prompt a room change need to be approved by the University Registrar before the change is made.
- g. Courses with an enrollment of less than four (4) may be moved to a more appropriately sized space if the classroom is needed for a larger course.
- h. The Divisions and the Collegiate Masters will support the Registrar and the academic departments during review of the annual *Schedule of Classes* to ensure that important issues – ranging from discipline-specific classroom needs to the fact that non-peak periods can pose a challenge for faculty with family commitments – are taken into account in working to achieve best results.
- i. Any request to change the time of a scheduled course after the schedule has been set will be reviewed by the Divisional coordinator in consultation with the Registrar.
- j. Professional schools should identify classes that will require a room outside their proprietary building at the time the *Schedule of Classes* are submitted to the University Registrar.
- k. Exceptions to the canonical policy must be approved by the Provost's Office.

## **Definitions**

**Classroom** – non-specialized teaching spaces suitably furnished and equipped for a wide range of teaching and related academic activities. Rooms designated as a classroom have been scheduled for at least three classes during a quarter and in the last three years. The Registrar's Office maintains the master list of classrooms.

**Courses** – for-credit activities that are regularly scheduled, necessary to meet degree requirements, and appear on a student's transcript. This includes for-credit seminars.

**Workshops/Seminars** – regularly scheduled activities that engage graduate students and faculty in specific scholarly topics.