

## **MEMORANDUM**

**To:** Scheduling Coordinators  
**From:** Course Scheduling Advisory Committee (CSAC)  
**Date:** March 27, 2009  
**Re:** Exceptions to standard meeting times and patterns

### **Courses that begin prior to 8:00 a.m.:**

Courses that are scheduled to begin prior to 8:00 a.m. and end @ xx:50 (10 minutes prior to the hour) are considered an exception to the standard meeting times and patterns\*. This exception will be reviewed by the CSAC as needed to determine if it meets the needs of the University.

e.g., EDUC 339 MW 7:30 a.m. – 9:50 a.m.

Courses that are scheduled to begin and end prior to 8:00 a.m. are considered an exception to the standard meeting times and patterns. This exception will be reviewed by the CSAC as needed to determine if it meets the needs of the University.

e.g., PHED 125 MWF 6:30 a.m. – 7:30 a.m.

**\*courses under this exception must fall into one of the days of the week patterns included in the standard meeting times and patterns (MW, TR, MWF, MTWR, MTRF, or MTWRF). Courses not meeting one of these patterns must request an exception from the CSAC.**

### **Courses that begin after 5:00 p.m.:**

Courses that are scheduled to begin after 5:00 p.m. are considered an exception to the standard meeting times and patterns. This exception will be reviewed by the CSAC as needed to determine if it meets the needs of the University.

e.g., MATH 512 MW 5:30 p.m. – 6:45 p.m.

### **Courses offered at EWU Spokane at Riverpoint:**

Meetings will be held with WSU Registrar's office staff at Riverpoint and the Executive Dean, EWU Spokane to inform a determination of the appropriate standard meeting times and patterns for this location. When analyzing compliance with the standard meeting times and patterns and no more than 20% of departmental offerings in any 1 hour between 8:00 a.m. and 3:00 p.m., courses offered at EWU Spokane will not be included at this time.

### **Requesting exceptions – please include the following information in your written request for an exception to the Classroom and Course Scheduling Policy:**

- Explain why the standard meeting times and patterns won't meet your needs for scheduling this course.
- How does the scheduling exception positively impact students?
- Describe the pedagogical need for the exception.
- How have you investigated and considered the impact of your exception on other courses across campus that students may also need to take?