

Fall 2013 Non-conforming course approval process

- All courses that have a meeting pattern must meet according to the university scheduling grid, including courses that meet in department-controlled spaces.
- The conforming scheduling pattern does not apply to off-campus courses or to summer course.
- Classes that don't comply with the university scheduling policy and the constraints, and that don't receive approval by the published deadline; will not receive room assignments and will be hidden from the course offerings.
- Classroom priority is given to courses that adhere to the approved scheduling pattern over those that are non-conforming. Even when the non-conforming courses are approved.
- Approval of non-conforming courses does not guarantee the ability to room the course. The meeting pattern of courses may need to change in order to place them into classrooms due to high demand during particular meeting times.

To seek exceptions to the approved scheduling patterns, follow the below steps:

If scheduling a class at a non-conforming day/time would not negatively impact classroom usage, and student schedules, and has clear pedagogical reasoning, then the exception will be considered.

1. Academic schools and departments should build their course offerings to try to comply with the university scheduling grid while keeping in mind the constraints of student schedules, instructor availability, and known classroom limitations.
2. After the schedule is built, if there are courses that need to be offered outside the approved scheduling pattern, requests can be submitted to seek approval.
3. To seek non-conforming course consideration:
 - a. All classes that are meeting at non-conforming times should be reviewed by the academic chair/dean for the school/department the course is offered in.
 - b. Academic departments should enter their entire semester schedule into Cardinal Station before seeking approval for any non-conforming courses.
 - c. All courses which you seek to offer at a non-conforming time should be submitted for approval at the same time. We ask that departments aim to submit all their non-conforming time requests at once.
 - d. Departments should complete and submit the attached spreadsheet listing all the non-conforming courses they hope to offer during the semester. When complete send to Meg Jerabek (Jerabek@cua.edu)
 - e. Be sure to request approval for non-conforming courses in a timely manner.
 - i. As per the Fall 2013 published scheduling deadlines, non-conforming course requests must be submitted by February 8, 2013.
 - ii. Enrollment Services is happy to review and approve non-conforming requests times prior to the February 8th deadline if it will assist your department in completing the semester schedule.
4. Enrollment Services will verify whether non-conforming course time has been approved.