

## Guidelines and Regulations for Class Scheduling and Examinations

The following Guidelines and Regulations are to apply to the class scheduling and examination process of the UAEU in coordination with Khadamat for the Fall and Spring Semesters.

### 1. COURSES

The following general parameters will be used to schedule courses.

- a. With limited exceptions approved in advance, all classes will be scheduled using the standard scheduling periods defined below. Use of standard scheduling periods will optimize the use of instructional facilities, permit a shortened and conflict-free final examination period, and reduce student attendance problems due to on-campus movement.
- b. Courses will be scheduled with start times between the hours of 8:00 a.m. and 5:00 p.m. within the UAEU standard teaching slots defined below:

TRF	08:00	08:50
	09:00	09:50
	10:00	10:50
	11:00	11:50
TR	08:00	09:15
	09:30	10:45
	11:00	12:15
	12:30	13:45
	14:00	15:15
	15:30	16:45
	17:00	18:15
	18:30	19:45
MW	08:00	09:15
	09:30	10:45
	11:00	12:15
	12:30	13:45
	14:00	15:15
	15:30	16:45
	17:00	18:15
	18:30	19:45

Notes:

- i. M = Monday; T = Tuesday; W = Wednesday; R = Thursday, F = Friday
- ii. Scheduled courses will be distributed across the entire teaching day and week at both the College and Departmental level

- iii. Standard durations are either 50 minutes or 75 minutes excluding labs and exceptions (practicum, off campus etc) or courses that follow a pattern as approved by the University.
- iv. Evening Courses begin at 17:00 & 18:30 as mentioned above
- v. Barring exceptional circumstances, the Names of Faculty teaching a course must be included in the original semester teaching plan
- c. Courses scheduled outside the UAEU standard time slots cannot be scheduled using the automatic scheduling software and, therefore require specific times to be entered into the scheduling software. This process is referred to as forced scheduling.

*Requests for forced scheduling will be considered on a limited basis and must be requested by the Designated College Representative giving clearly articulated reasons for the request. Only approved requests will be processed by the Timetabling Office.*

- d. During the scheduling process, the Khadamat Timetabling Office will attempt to optimize the use of academic teaching space given the room capacity and features as well as use a standard week spread for all courses.
- e. Priority will be given to avoiding timetable conflicts between required, supporting or elective courses *as identified by individual College Departments* as well as those identified by cross-unit coordinators.
- f. Periodic testing and assessment appropriate to the class is expected but a specific “mid-term examination” is not required. Colleges and departments are responsible for determining the timing and structure of testing and assessment activities consistent with instructional objectives and methods of the course.
- g. The University will use a unified, institution-wide final examination schedule of six (6) calendar days driven by the standard scheduling periods above supplemented by approved common exams. Students with final examination “overloads” – defined as more than two (2) final examinations scheduled on the same day in the official final examination schedule – will be accommodated according to the procedure published with the official final examination schedule.
- h. With the exception of approved common exams, final examinations will be administered in the classroom in which the class regularly meets, and necessary proctoring will be the responsibility of the instructor and department. Requests for larger or additional rooms must be submitted **by the communicated deadline** by means of the Request Form.
- i. Except with prior written approval of the Provost, all final examinations must be conducted during the final examination week on the date and time specified in the final examination schedule announced by the University Registrar. Any exceptions to the final examination schedule must be approved on a semester basis.
- j. The basic class schedule will be “rolled over” from the final (end of semester) schedule of the previous corresponding semester and significant changes in the number, size, and

structure of courses offered in the previous semester should be based on curricular requirements.

- k. Sections with a zero (0) ceiling have lower priority and will only be allocated a Room after all other Sections and if a Room is available.
- l. After Add/Drop week, all sections still containing a 0 ceiling in Banner will be removed from the timetable and will be given a blank day, time and room in Banner.

## 2. FACULTY

The following general parameters will be used to schedule the timetable in reference to Faculty restrictions and time constraints. These parameters may be changed *with the approval of the Dean of the College as well as the Provost.*

- a. Persons with disabilities shall be accommodated in any timetable matters up to the point of undue hardship for the University.
- b. It is assumed that Faculty are available to teach across the entire teaching week during standard hours of 08:00 to 17:00 Monday to Thursday and 08:00 to 12:00 Friday and that most College, Department and Committee meetings will take place on Fridays.
- c. Faculty availability for teaching due to Administrative and Other Duties, including alternative Academic Meeting Times, and specific Research Assignments may be changed with the approval of the Dean of the College as well as the Provost by means of submitting a Faculty Availability Form.
- d. Any changes to Faculty teaching assignments will only be accommodated based on Point c. above and with *the approval of the Dean of the College as well as the Provost. Direct Faculty requests for changes to their teaching days, times and rooms will not be accommodated by Khadamat.*
- e. Barring exceptional circumstances, the Names of Faculty teaching a course must be included in the original semester teaching plan, which will facilitate optimal scheduling requirements for the University.
- f. All reasonable efforts will be made to accommodate College Teaching requirements concerning the scheduling of Faculty based on approval from the Provost due to following reasons:
  - i. Medical conditions
  - ii. Research requirements
  - iii. Other academic responsibilities and duties
  - iv. University approved and sponsored off campus events and committees

## 3. STUDENTS

- a. Persons with disabilities shall be accommodated in any timetable matters up to the point of undue hardship for the University.

- b. The timetable shall facilitate the widest range of program selections within each College. For a conflict free schedule, students are expected to request courses that are consistent with their degree program requirements.
- c. The maximum number of total scheduled student class hours in a given day is six (6); with exceptions for field labs, off-campus, field study, practicum's, and work experience.

#### 4. OTHER

- a. Exceptions: CMHS (Medicine Division), Master Level and PhD is fully exempt from these scheduling guidelines.
- b. Room assignments will be given with consideration of fire regulations concerning room capacity.
- c. Scheduling of events will be prioritized and be generally based on:
  - i. Shared labs
  - ii. Resources
  - iii. Room restricted classes
  - iv. Time and day restricted classes
  - v. Events required by multiple programs and majors
  - vi. Events requiring large rooms
  - vii. Events of extended duration
  - viii. Events requiring medium sized rooms
  - ix. Events of shorter duration
- d. If a specific room is requested for a Section that has a higher maximum ceiling than the seating capacity of the requested room, the room request will be null and void and the course will be placed in the next available room fitting the feature and equipment requirements.
  - i. If there are no rooms available, it is the responsibility of the College to revise the room feature and/or equipment request given to facilitate more diverse room options for the section.
- e. Once the final timetable has been published, should a College or Department wish to allow more students to register in a Section over and above the existing enrolment maximum and assigned room capacity, Colleges must first request and receive a new room assignment from the Khadamat Timetabling office. This process must occur before the maximum enrolment of the course is increased and before additional students are allowed to register.
- f. It shall be understood that the Banner system will be closed to Course and Section additions and deletions after the initial deadline to modify Class Schedule delivery plans, only to be opened by agreement between the UAEU Registrar's office and the Khadamat Timetabling office.

- g. Course and Section additions and deletions, changes to days, times, or rooms by Colleges in Banner are to be coordinated with the Khadamat Timetabling office in order to allocate the appropriate room and scheduling requirements.
- h. **Approval from the College Designated Representative and review by the Provost office is required for all time changes.**
- i. Timetables will also be accessible through “**View your timetable for the semester**” link in <http://10.102.201.92/CMISGo/Web/Login> .
- j. Khadamat will have centralised responsibility for most ad-hoc room booking requests, which are by nature designed for short-term unscheduled events of either an academic nature or special activity.

### FACULTY AVAILABILITY FORM

This form is to be used by Faculty members who have administrative or other duties. Meetings of College and Department Councils and other committees are to be scheduled on Fridays to avoid interruption of teaching and the possibility of affecting class scheduling. The teaching load of the academic administrators should not be restricted to specific days/times. For faculty members who have regular official assignments outside the University and may need exception should provide approval from the Provost.

Faculty members involved in research activities and other duties may receive a load reduction but should not define specific times to conduct such duties.

Faculty members are to be available to teach across the entire teaching week during standard hours of 08:00 to 17:00 Monday to Thursday and 08:00 to 12:00 on Friday.

The form is to be **approved by the Dean of the College and the Provost.**

**Note: \*\*** Faculty Availability forms need not be used for other Academic reasons such as Graduate Teaching and should be informed to Khadamat through the Department scheduler in a spreadsheet. For non-academic (personal cases), the request should be forwarded to the Provost Office by the Dean. Decisions to such cases will be made by the Provost on a case by case basis.

College:

Department:

Designation/Title:

Type of Release:

*(Administration Duties, Research, Buy Out time, others (please specify))*

Approved by:

*(Note: if more than 3 credit hours, Provost Approval is required, please attach)*

Faculty Name:

Faculty Banner ID:

Unavailable to teach on following day(s) and time(s):

Reason for unavailability:

\_\_\_\_\_

Dean's Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Provost Signature

\_\_\_\_\_

Date

#### **KHADAMAT – FOR OFFICIAL USE ONLY**

Date Received:	
Action Date:	
Action By:	