Process for Requesting a Non-Standard Class Time Exception

- The Scheduling Coordinator in the Office of the University Registrar will run a report that identifies all Non-Standard class times for the term.
- The class scheduling team (Registrar, Associate Registrar, Scheduling Coordinator) reviews the report to determine compliance with the new class schedule start times and to determine which notifications to send out.
- Notifications of Non-Standard class times are sent to the department chairs with instructions on how to request an exemption.
- Department chairs email a request for exception to the University Registrar with justification as well as an indication of whether the request is for a one-time exemption or an ongoing exception.
- The Class Scheduling Committee meets to review and make a determination of approval, denial or request for further information on all requests for exception.
- The chair of the Class Scheduling Committee emails the department chair with the committee’s decision.
- All approved exceptions are coded appropriately in the Schedule of Classes and made available for registration.

Criteria for determining compliance with standard start times:

- Meeting pattern is in line with the standard start times
  - MWF Classes Beginning Times: 8:00 am, 9:00 am, 10:00 am, and 11:00 am for one hour.
  - MW Classes Beginning Times: 12:30 pm, 2:00 pm, 3:30 pm, 5:00 pm, 6:30 pm and 8:00 pm
  - TTH Classes Beginning Times: 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2:00 pm, 3:30 pm, 5:00 pm, 6:30 pm and 8:00 pm.
- Additional times considered in line with standard start times
  - 1 day a week classes allowed 12:30 and later, if they begin at standard time
  - MW, M or W morning lectures are allowed if Friday is used for lab. The lab must be assigned to the same room and meeting pattern as the lecture.
  - Departments are allowed to teach up to 10% of their classes MW, from 11:00 am until 12:20 pm.
- Sections not required to have standard start times
  - Graduate Level
  - Extension courses
  - Any 0, 1, or 2 credit hour sections
  - All labs
  - Sections with a campus of Off or AUC
    - Exception- Hybrid or internet courses with a room assignment on Main or Round Rock campuses.
  - Any Friday and Saturday only sections
  - Any Friday sections with a start time of 12:00 pm or later
  - Any ongoing exceptions previously approved by the Class Scheduling Committee

We recommend that the justification memos include the following:

- Explanation for why the section cannot meet at an approved standard time.
- Demonstrate that the department tried to meet at an approved standard time.
- Describe the population of students that will be affected.
- Demonstrate how the proposed exception will affect these students.
- Demonstrate that the proposed exception will not adversely affect student scheduling.
- Show the impact on room utilization.