University Course Scheduling Procedure

Kean University

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University Scheduling Procedure

Course scheduling (Scheduling”) shall utilize facilities throughout the day and across the week so as to maximize and optimize educational opportunities for students, as well as reduce classroom and parking demands at particular time slots. Scheduling shall utilize a centralized system for every location that is managed by the Office of the Registrar (“Registrar”) in collaboration with the Office of Academic Affairs and the University President.

The applicable procedures are as follows:

1. Scheduling must be guided by prior student registration history and appropriate historical registration data.
2. Classes must be scheduled to comply with the requirements to stabilize the University’s maximum number of students on-campus within a 1-2 hour time block specific to each Kean location. (Attachment “A”).
3. The maximum instructional block for back-to-back classes for full-time faculty is limited to (2) 50-minute courses taught consecutively with a 15-minute break between each 50-minute class. The maximum instructional time for a double-session science course (lecture into a lab) with a 15-minute break in-between is limited to one course for all faculty, full-time and adjunct.
4. Classes must be scheduled to optimize the use of all facilities (e.g., spread throughout the day and across the week.
5. Class Capacities, absent approval from the President and/or the Vice President of Academic Affairs (“VPAA”) shall be:
   a. 1000 – 2000 level courses: 40-60
   b. 3000 – 4000 level courses: 25-40
   c. Graduate Level: 20-25
   d. Graduate Seminars: 12-20
   e. Doctoral Offerings: Academic/managerial discretion of the President and/or VPAA.
6. Class size must take into consideration program accreditation guidelines, particularly among professional degree programs.
7. The Registrar will assign classrooms to all courses based on projected enrollment, building location, room capacity, day/time, accessibility, and special use instructional classrooms; give priority to proximity to academic department offices, when possible; and adhere to these guidelines.
8. The Deans and Executive Directors (“EDs”) will assign the full-time faculty to the classes within the class block consistent with the foregoing requirements within one week of receipt of the block from the Registrar’s Office.
9. Adjunct Faculty will be assigned to instruct sections of courses within a program based on need and following a similar procedure.
10. The Registrar will confirm faculty assignments and schedules comply with the procedures as set forth in this document and post the schedule with faculty assignment in KeanWISE.
11. Adjunct assignments will be posted as “ADJUNCT” in KeanWISE, until the Office of Human Resources confirms the adjunct’s contract is complete, at which point the adjunct faculty name will be posted.

12. Classes (sections) are subject to cancellation as follows*:
   a. Undergraduate - under 15 enrolled
   b. General Graduate - under 12 enrolled
   c. Doctoral - under 10 enrolled

13. The first step after cancellation will be class consolidation. If consolidation is not possible, or the same course(s) are already at capacity, when possible, the second step will be offering students in the cancelled class placement in the same online course (if available), followed by an independent study. Under special circumstances, occasional additional courses and exceptions can be made where running a particular course or section is deemed to be in the best interest of students and a program. Recommended exceptions must be made to the Dean, with direct approval by the Vice President for Academic Affairs.
ADDENDUM A: University Scheduling Procedure for Additional Locations

The scheduling unit within the University Registrar utilizes a centralized system for scheduling classrooms for every branch campus and additional location of Kean University. Classes must be scheduled to adhere to the President’s directive of the maximum number of students on-campus within a 1-2 hour time block specific to each Kean location.

1. MAIN CAMPUS: A maximum of 4,000 students can be scheduled on the Union campus within a 1-2 hour daytime time block, a maximum of 5,000 students can be scheduled on the Union campus after 4:30 p.m.

2. WENZHOU KEAN: RECOMMENDATION TO FOLLOW

3. KEAN OCEAN: RECOMMENDATION TO FOLLOW

4. KEAN SKYLANDS: A maximum of 300 students can be scheduled at the Skylands campus within a 1-2 hour block.

Programs in development and at offsite locations may require flexibility in course caps; and also in supporting new programs for a total of no more than three years.