



NORTHWESTERN UNIVERSITY

General Purpose Classroom Scheduling Policy

- 1. Classes requesting general purpose (Registrar scheduled) classrooms must adhere to these guidelines.
2. Departments will evenly distribute classes (including discussion and lab sections) throughout the week and day. No more than 14% of a department's offerings may cross each of the 4 prime hours: 10:00, 11:00, 2:00, and 3:00.
3. MWF classes meet for 50-minutes beginning on the hour.
4. TTh classes meet for 80-minutes, twice a week, beginning at 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30
5. Classes conforming to the above policies will be given priority in room scheduling. Non-conforming classes will be scheduled after all conforming classes have been assigned a classroom, and run the risk of having no room available.

Standard meeting patterns and prime hours are represented in Chart #1. Prime hours are shaded darker in all charts below.

Chart #1 - Standard Class Meeting Patterns and Prime Hours. A grid table showing meeting patterns for Mon-Fri across time slots from 8-9AM to 4-5PM. Prime hours (10-11AM, 11-12PM, 2-3PM, 3-4PM) are shaded.

Evaluating Department Class Distribution Compliance:

See Chart #4 for a graphic representation of the class distribution requirement. Each department is responsible for monitoring its compliance with this policy. To that end, the Office of the Registrar will provide a crystal report to be run by department staff which quickly assesses departmental compliance.

Guidelines for Classes Meeting on Mondays, Wednesdays and/or Fridays:

- 1. MWF is the normal sequence for classes meeting three days a week for 50-minutes, beginning on the hour. See Chart #1 above.
2. 50-minute classes meeting three days a week not scheduled MWF must begin at 8:00 or at 3:00 or later. See Chart # 3.
3. Classes of more than one hour that meet two days a week and on Mondays, Wednesdays or Fridays must be scheduled between 8:00 and 10:00 or may begin at 2:00 or later. See Chart #2.
4. One day a week classes (including 50-minute discussion or seminar sessions) meeting on Mondays, Wednesdays, or Fridays must start before 10:00am or must begin at 2:00 or later. See Chart #2.
5. 50-minute classes meeting four or more days a week may be scheduled at any hour, beginning on the hour.

Guidelines for Classes Meeting on Tuesdays and/or Thursdays:

- 1. TTh is the normal sequence for classes meeting two days a week for 80-minutes. TTh classes may meet beginning at 8:00, 9:30, 11:00, 12:30, 2:00 and 3:30. See Chart #1 above.
2. 50-minute classes meeting one day a week (discussions or seminar sessions) scheduled on a Tuesday or Thursday must start before 10:00 or must begin at 2:00 or later. See Chart #2.
3. Two-hour classes meeting on Tuesdays and/or Thursdays may be scheduled after 2:00. See Chart #2.
4. One day a week classes meeting on Tuesday or Thursday must begin before 9:30 or after 2:00. See Chart #2.
5. 50-minute classes meeting four or more days a week may be scheduled at any hour, beginning on the hour.

