Middle Tennessee State University Instructional Space Use Procedures

Introduction

Instructional spaces are a significant campus resource, and the availability of this space is finite. Accordingly, all are encouraged to use these resources wisely. Instructional space assignments are recommended through the Academic Scheduling Committee and approved by the vice presidents, and their use is coordinated by the Scheduling Center (http://mtsu.edu/usm/).

In an effort to provide the most effective and efficient space utilization and allocation, the University has developed the following collection of procedures governing instructional space. The procedures were developed in the spirit of providing comprehensive guidance in the use of instructional space, including course scheduling that permits access to available offerings by the greatest number of students and that allows the best match between specific needs of the courses being offered and existing facilities. These procedures are defined to clearly delineate priorities in   allocation and assignment. It is not intended to replace the detailed official communications from Enrollment Services or the Scheduling Center.

While most approval processes involve the department chair, college dean, and Scheduling Center, any issues that cannot be resolved between these parties will be presented to the Provost's Office for consideration and final approval.

Class Schedule Production

See the Class Schedule Production website for detailed information on the production of the class schedule, prerequisites, corequisites, and other applicable information to the space use policy.

The Scheduling Center's Class Schedule Production Guidelines:
http://mtsu.edu/resources/staff/docs/Schedule_Production_Guidelines.pdf.

Priority Classrooms

- First priority rooms are classified as either standard or restricted access instructional spaces and are assigned to each department by the Provost Office. Typically, the standard access instructional spaces are those classrooms that could be used to teach most lecture type courses (for example, general education English courses). Most instructional spaces   are considered standard access. Restricted access spaces are determined through the appropriate dean and the Provost Office.
- First priority rooms may be used by the department to pre-assign their courses (and courses from other departments is desired) during the initial scheduling stage.
- Once the initial scheduling stage has ended, the departments have submitted their schedules to the Scheduling Center, and the scheduler has run, they no longer have first priority access to these rooms.
- First priority rooms not scheduled during the initial scheduling period will be used by the scheduler program to place classes that were not able to be pre-assigned.

(Revised 3/8/2018)

- Standard access classrooms are open for use by any department on campus after priority scheduling. Restricted access classrooms are rooms used only by the department with first priority access and require department permission to be scheduled by another department. Restricted access instructional spaces are typically those spaces having specialized equipment that would interfere with a lecture class. Classrooms marked as scheduling restricted are classrooms restricted due to accessibility or suitability due to technology or configuration.

Sharing and pre-assignment
- Departments coordinate use of large classrooms, computer rooms, and shared space as needed with other departments in building the course schedule.
- Approximately 80% of courses are pre-assigned in a department's priority space or space pre-assigned through an arrangement with a partner department.
- Large rooms (100 seats or more) are scheduled early in the process by the Scheduling Center.
- THEC identifies utilization guidelines for the University and these are enforced as necessary to achieve course schedules.

Course Related Events
- Events are scheduled after all courses have space assignments.
- Departments must notify the Scheduling Center of any course related activity and/or event occurring in their first priority space. This list should be submitted with the schedule copy.
- Notification must include the course number(s) affiliated with the event, the type of activity to be scheduled, and the appropriate dates/times for the event.

Mandatory and optional additional class meetings
- To schedule additional meeting times for either traditional or distance learning classes, the request should be initiated with the department. If the request is received prior to registration, the meeting can be scheduled as mandatory or optional without going through an approval process. A mandatory meeting will not allow students to register for another class at the same time. An optional meeting will not stop a student from scheduling another class at the same time.
- After registration has begun, only optional meetings may be scheduled. The requests for optional additional meeting times are emailed to the department and Assistant Director of the Scheduling Center for approval. These approvals will be kept on file.

Non-Standard Class Meeting Start Dates (Short Courses)
- The academic calendar with semester begin and end dates is found online at http://mtsu.edu/calendar_academic.php .
- The first class meeting of a course should be scheduled to coincide with the first week of the semester. This requirement may be satisfied by having a brief meeting with students enrolled in the course either in person or online during the first week for the semester. Prior to the first class meeting, faculty should communicate the schedule of class meetings and the syllabus. The class meeting dates and other expectations can be listed with the course information in the online course schedule.

- Departments with weekend courses may need to coordinate more closely to eliminate any conflicting class meeting times for those students wishing to take more than one weekend course.
- To obtain an exception from the required standard class meeting start date, the department must email a request to the appropriate dean. If approved by the dean, the request is sent to the Assistant Director of the Scheduling Center for approval. The request should include the term(s), room assignment, course number and section, proposed meeting schedule (days and hours), and reason for exception. The Assistant Director will consider the type of course and the effects on student in determining the approval. The Assistant Director will forward a response to the academic department, college dean, and scheduler. **Most requests not associated with weekend courses will not be approved due to the additions of multiple accelerated terms and additional summer sessions to accommodate classes that do not want to meet the entire full term.**

Non-Standard Meeting Times
- Departments are encouraged to offer course offerings across all standard meeting times. Adherence to the standard meeting time periods also provides final examination scheduling without time conflicts. Three credit hour courses MUST meet on standard meeting times unless an exception is approved.
- Non-standard meeting times <u>may</u> also be approved if:
  - Course meets for 1, 2, 4 credit hours or more and begins on a standard meeting time or ends on a standard meeting time, or
  - Course is 1, 2, 4 credit hours or more and meets within a standard meeting time, or
  - Course is 1, 2, and 4 credit hours or more and meets on a non-standard time but is scheduled back to back in the same room all day, or
  - Course is offered on a Friday afternoon or off-campus, or
  - Course meets specific weekends (F/S), or
  - Course is offered one day a week and fits within a standard meeting time.
- Laboratory classes may be scheduled in the department's restricted access rooms at non-standard meeting times without approval (except for MW morning). All other types of classes must have approval. Laboratory classes should try to start on standard meeting times.
- **Exceptions will not be made during peak times or for MW only courses meeting before 12:40.** Exceptions have a better chance to be approved for other requests if using first priority space only or restricted rooms.
- To obtain an approval for a non-laboratory class, the department must submit an approval email from the chair, who then submits a request on to the college dean. If approved by the dean, the request is emailed to the Assistant Director of the Scheduling Center for approval. The request should include the term(s), room assignment, course number and section, proposed meeting time (days and hours), and reason for exception. The Assistant Director will consider the type of course and the effects on student course schedules (including final exams) in determining approval. The Assistant Director will forward a response to the academic department, college dean, and scheduler. **Classes with non-standard meeting times will not be scheduled until approved.**

Standard Time to 24-Hour Clock (Military Time) Conversion Table

Meeting times for course sections must be entered into Banner using the 24-hour clock. These times are converted into standard clock (am/pm) times in the online schedule (PipelineMT).

1:00pm = 13:00	7:00pm = 19:00
2:00pm = 14:00	8:00pm = 20:00
3:00pm = 15:00	9:00pm = 21:00
4:00pm = 16:00	10:00pm = 22:00
5:00pm = 17:00	11:00pm = 23:00
6:00pm = 18:00	12:00am = 24:00

Standard Class Meeting Times – Fall & Spring Terms

The following times are standard class meeting times for 3 credit hour lecture-type courses during Fall & Spring terms. Courses offered for more or less than 3 credit hours should begin on a standard meet time. Review the section on non-standard meeting times for the process to request a non-standard meeting time.

Meeting Times are shown in 24-hour clock time (military time).

Monday/Wednesday/Friday (55 minutes)	Tuesday/Thursday (85 minutes)
6:50 - 7:45	6:20 - 7:45
8:00 - 8:55	8:00 - 9:25
9:10 - 10:05	9:40 - 11:05
10:20 - 11:15	11:20 - 12:45
11:30 - 12:25	13:00 - 14:25
12:40 - 13:35	14:40 - 16:05
13:50- 14:45	16:20 - 17:45
15:00 - 15:55	18:00 - 19:25
16:10 - 17:05	19:40 - 21:05
Monday/Wednesday (85 minutes) 12:40 - 14:05 14:20 - 15:45 16:10 - 17:35 18:00 - 19:25 19:40 - 21:05	**AFTERNOON TIMES - ONE AFTERNOON WEEKLY (180 minutes)** **Monday or Tuesday or Wednesday or Thursday** 14:40 - 17:40 16:30 - 19:30
EVENING TIMES - ONE NIGHT WEEKLY (180 minutes) 16:30 - 19:30 17:15 - 20:15 18:00 - 21:00 19:45 - 22:45	**Saturday (180 minutes)** 7:30 - 10:30 9:00 - 12:00 13:00 - 16:00

Summer Standard Meeting Times

Times indicated are standard for 3 hour credit courses.   Courses offered for more or less than 3 credit hours should begin on a standard meet time.   Final exams should be given on the last day of the class, regardless of the part of term. For flexibility among programs, there are no standard meeting times provided for evening courses.

Part of Term 1, S1 and S5 - Classes are scheduled for a total of 750 contact minutes per credit hour.
Part of Term S2 and S3 (June term; July term): Standard Times 4 days/week 7:30 - 9:30 9:45 – 11:45 12:00 – 14:00 14:15 – 16:15 16:30 – 18:30 Adjustments in times can be made for 5 days/week meeting patterns, but sections should still begin on a standard time and be scheduled for a total of 750 contact minutes per credit hour.
Part of Term S4 (June/July term): 7:30 - 8:30 8:45 - 9:45 10:00 - 11:00 11:15 - 12:15 12:30 - 13:30 13:45 - 14:45 Adjustments in times can be made for 5 days/week meeting patterns, but sections should still begin on a standard time and be scheduled for a total of 750 contact minutes per credit hour.

Changes to Course Schedule Type/Instructional Method

The department determines how a course is taught. However, to change from one type of instruction to another, the department must submit a request via Master Catalog form to the University Curriculum Committee. The request must be emailed to the UCC and the Vice Provost for approval. See below list of instructional types.

These are the course schedule type codes and instructional method codes with their descriptions. Each course section has one of each. The schedule type is defined at the catalog level and cannot be changed without University Curriculum Committee or Graduate Council approval. The Instructional Method may be changed at the section level depending on the course is delivered.

The schedule types with asterisks* are those that may need to follow the LAB exemption for non-standard time. For MUP and PEA, they should start on a standard time but run longer/shorter than the standard end time. **Those in bold are not eligible to have a TBA meeting pattern line without having approval to be a distance learning course.**

<u>**Schedule Type**</u>

CLN   Clinical

CLR   Clerkship

DSR   Dissertation

FLD   Field Experience

IND   Independent Study

*LAB   *Laboratory

LEC   Lecture

*LLB   *Combined Lecture/Lab

MST   Masters Thesis

MUP   Musical Group Performance

PEA   Physical Education Activity

PRA   Practicum

PRL   Private Lesson

RES   Research

SEM   Seminar

STU   Studio

WSP   Workshop

The instructional methods in bold must have a meeting space on campus since they should also have a meeting pattern line. You can't have a meeting pattern line without space assigned. *Classes with meeting patterns cannot be listed as TBA for the building and location without approval.*

<u>**Instructional Method**</u>

ATP   Audio Tape

BRD   Public Broadcast

CIM   Cmptr Based Interactive Media

CLN   Clinicals

CON   Conventional Methodology

DIS   Dissertation

DVC   Desktop Video Conferencing

EML   E-mail

HYB   Distance Lrn: Hybrid*

IND   Independent Study

NCM   Other Non-conventional Media

OWY   One-Way Video and Audio

PRA   Studnt tchng/field super/co-op

RCE   ROCE-WEB Asynchronous

RD1   RODP-WEB Asynchronous UG

RD2   RODP-WEB Asynchronous GR

RD3   RODP-WEB Asynchronous DSP

THS   Thesis

TWA   One-Way Video, Two Way Audio

TWY   Distance Lrn: Video Conference

WAST   Web-Assisted*

WEB   Distance Lrn: Online*

*Classes with an asterisk are assigned this instructional method at the section level only and must have approval from Distance Learning in advance

ADA compliance

- **Faculty with disabilities:** Instructors with disabilities must complete appropriate forms through the ADA Campus Coordinator prior to receiving accommodations. Departments notify the Scheduling Coordinator of instructors with disabilities or equipment needs during the initial scheduling stage. If the Scheduling Center cannot accommodate disabled instructor's needs, the department should contact the ADA Campus Coordinator.
- **Students with disabilities** must request accommodation such as room changes through the Disability and Access Center, and not through the individual faculty member or department.

Moving classes after registration

- The optimal time to make a class change for instructional preference reasons is before priority registration. When changes occur late, students are not notified of the room change through normal communications. Faculty and departments are expected to notify students if a last minute change is requested.
- Many students, including students with disabilities, determine their schedule based on times and location. Students with disabilities register early so we may move these courses to accessible spaces if necessary. Once early registration is completed, any requests for room changes are reviewed to determine if any students with disabilities are affected. If a student with a disability is registered for the class, the request for a room change will likely be denied. Disabilities are both physical and non-physical, and all types must be considered when requesting changes to a student's schedule.
- Changing room assignments after enrollment affects the schedules of disabled students. Additionally, the appropriately sized classroom and the technology needed for instructional

purposes may not be available at the last minute. In cases where we do not have a master classroom available, contact ITD regarding portable master classroom carts.

- Once registration begins, requests for room changes are by exception only. The department chair must email a request to the Assistant Director of the Scheduling Center for approval. The request should include the term, room assignment, course number and section, and reason for exception. The Assistant Director will forward a response to the academic department and appropriate scheduler. The college deans will be consulted in the event an agreement on a room change cannot be met.

Zero and low enrollment courses

- Courses should typically not be scheduled with zero enrollments. Exceptions must be approved by the college dean and Academic Affairs to be listed as a reserve course with the attribute ARES. Courses cannot have space assigned if there is zero enrollment for the purpose of holding space.

- The right is reserved to cancel any class when the number of students enrolled is deemed insufficient per minimums. All sections must meet the normal minimum number of students per class as follows:

> 1000 - 2000 = 15 students enrolled
> 3000 - 4000 = 10 students enrolled
> 4000 / 5000 (dual listed) = 10 students enrolled
> 6000 = 8 students enrolled
> 7000 = 6 students enrolled

- The minimums for 6000/7000 level courses are determined by the majority enrollment (i.e., if the majority of students are registered for the 6000 section, the minimum combined enrollment is set at 8; and if the majority of students are registered for the 7000 section; the minimum combined enrollment is set at 6.

- Courses may be hidden if approved for special circumstances and no space is assigned. These are typically only independent study, practicum, dissertation, and cohort courses.

- Regents Online Degree Program (RODP) classes are cancelled at the discretion of the Tennessee Board of Regents (TBR).

Cancellation of classes

The department chair determines if classes need to be cancelled and then seeks approval from his or her dean (This is stated in the current Undergraduate Catalog and Graduate Catalog online).

Prior approval from the Director of General Education is not needed. However, the Director of General Education should be informed of general education offerings and cancellations.

The Office of the University Provost provides resources as needed to avoid cancelling general education classes.

- If a possible cancellation is due to space concerns, please contact the Assistant Director of the Scheduling Center.
- If a possible cancellation is due to staffing concerns, please contact the Vice Provost for guidance and assistance.

TN eCampus (formerly RODP) classes are cancelled at the discretion of the Tennessee Board of Regents (TBR).

Enrollment equals room capacity

- Do not overbook classrooms. If a classroom is overbooked there may not be another room available. Students would need to be dropped from the section to bring the class into fire code compliance. This is unfair to the students and could cause eligibility problems for lottery and scholarships.
- Expected enrollment on each course section (including joint undergraduate/graduate and cross-listed courses) should not exceed room capacity to ensure all code standards are maintained. By approved exception, course enrollments may exceed classroom seat capacities by one or two students on a case-by-case basis after considering all circumstances.
- Exceptions (including overbooking) are requested via email through the college dean and the Assistant Director of the Scheduling Center. Please include the term, classroom, course number and section, and reason for exceeding room capacity in your request to the Dean and Assistant Director. If there is a specific student that needs to be enrolled, please provide the student name and rationale so the Scheduling Center will increase course enrollment only for the specific student.
  - There are three primary reasons that overbooking be approved through the department, college, and the Assistant Director of the Scheduling Center.
    1) The University has an understanding with the fire marshal that as rooms are renovated, the square feet per student will be at least 20 square feet.
    2) ADA federal laws require the University to provide adequate aisle space for wheelchair access. If maximum room capacities are not maintained, the University cannot guarantee the spaces are accessible.
    3) Students expect to have a seat when they enroll in a course.
  - When course enrollments exceed room capacities, students and/or faculty borrow furniture from nearby instructional spaces, creating unexpected shortages in those classrooms. If the request to overbook is approved, the University delivers chairs.
  - To assist departments and faculty in not overbooking classrooms, the Scheduling Center has placed the following links in PipelineMT under the Faculty Services tab.

CRN Enrollment/Location Outstanding Permits
- To quickly view the meeting times/days/room, instructor, actual enrollment/maximum enrollment/room capacity, and unused permits.
- Before issuing the ENRL override, use this link to ensure you are not overbooking a classroom.
- View the room capacity to see if the room may hold more students in case you need to increase maximum enrollment for the course section.
- To identify students who have not used a given ENRL override, review the email addresses displayed. These email address can also be used to notify students that the permit will be dropped if not used by a specified deadline.

Class list with permits/overrides
- This link provides a list of students with permits/overrides including those not registered. The display includes the student's name, class, college, program, email address, status, and the permit/override issued.

Student schedule time conflicts

Although we prefer standard meeting times so students do not experience time conflicts with their schedule, departments can override a student's time conflict when both instructors agree. For instance, a time conflict could occur if the meeting patterns of the courses have not changed, but due to non-standard meeting times, the two classes overlap by a few minutes. If the instructors are willing to work with the student, then the department secretary enters a time conflict override on SFASRPO. If a time conflict would result from a change in meeting patterns after registration begins, the Scheduling Center will not make a meeting pattern change until approved by the department, college, and Director of Academic Technology Planning and Projects.

Assignment Priorities

Scheduling instructional spaces will be based on the following priorities:
1. Instructional functions
   a. Instructional classes
   b. Continuing education classes
   c. Course related events
2. University sponsored functions
   a. Special events such as lectures, concerts, debates, etc. sponsored by university departments
   b. Extra-instructional programs
      i. Approved university athletic program
      ii. Campus recreation
3. Recognized university organizations
4. Non-affiliated university organizations

All non-course-related events must be scheduled through the Event Coordination Department. The Scheduling Center will schedule the following events only:

- Course-related events: where specific course number and/or CRN are provided (may include guest speakers, study/review sessions, film showings, etc.)
- Distance Learning orientations, meetings and exams
- Faculty, college and departmental staff meetings
- Departmental research
- Graduate thesis and dissertation proposals/defense
- Graduate oral and comprehensive exams
- Program specific testing which originates with and is administered by the department

Any event request that does not fall into one of these categories will be returned to the department with the recommendation to contact Event Coordination. The Application for Use of Facilities Form is not required for course-related events. In order to submit an event request, visit the Records & Scheduling website and complete the space request form (located at http://mtsu.edu/resources/faculty/space-reservation-form.php). Requests must be submitted online and will be received by the Scheduling Center staff member assigned to your college.

Prior assignments

Classroom scheduling is a dynamic process, responsive each semester to both curricular and non-curricular changes and requirements. The assignment of a specific classroom at a particular time and location during the previous corresponding semester will not automatically result in the continuing assignment of the same room at the same time.

Other scheduling considerations

1) University College may utilize any unscheduled academic facility to conduct its courses. Space in student service buildings is available as provided in reservation policies. Other university policies apply as found in policy 1:01:06.
2) All labs and other courses for which equipment or other need dictates use of a particular space will be pre-assigned before other courses.
3) Faculty teaching in consecutive time periods will only be scheduled in the same room or building if the department coordinates it on their own using first priority space. Otherwise space will be assigned without consideration for the instructor's schedule.
4) For reasons of efficiency, small classes may be moved so larger classes can occupy larger rooms.
5) After the final run of the scheduling algorithm, Scheduling Center personnel will attempt to schedule requested classes that are left unassigned into available rooms at the time requested by the department. If unsuccessful, these sections are returned to the department for time changes.
6) Departmental meetings, club meetings, etc., which often utilize academic classrooms, will be scheduled after the schedule of classes has been finalized. Faculty meetings are typically

assigned before other activities. Departments should carefully schedule all possible courses for a term in the first effort at building a term schedule.

7) All academic departments must make a commitment to an equitable distribution of course offerings across all standard meeting times, including early morning, late afternoon and evening times. When it is necessary to assign rooms needed by several departments, departmental scheduling patterns will be considered. Departments should make every effort to spread course offerings across the standard meeting times.

8) Maximum seats requested for a class will not be adjusted downward after room assignment. Priority assignment for classes not placed in their partitions is given first to the classes with the largest expected enrollment, and next to general studies courses. Final assignment responsibility resides with Scheduling Center personnel.

9) Some room adjustments may be required during the semester to meet unforeseen circumstances. Departments may be asked to shift rooms to accommodate this need for adjustment. Every effort is made to keep adjustments to a minimum.

10) Courses must meet for at least 30 days in the spring and fall semesters, but not for the summer semesters.

RUNNING REPORTS IN BANNER JOB SUBMISSION

1. Enter the report name in the GoTo box on the main menu window in Banner.
2. The Job Submission Controls Form (GJAPCTL) will open with the report name you have entered in the process field.
3. Next block; DATABASE will display in the Printer Box; DO NOT CHANGE THIS FIELD.
4. Next block.
5. Enter the term code. Always enter a valid term, if a Term Code parameter exists.
6. Enter report parameters. You do not need to enter every field.
7. Next block and Save.
8. The report has run. See the message bar at the bottom of the screen for the report number.
9. Select Options > Review Output (GJIREVO).
10. Click the down-arrow next to File Name or the Number field.
11. Select your report number (.lis file) and click OK.
12. Your report output should appear on the screen.
13. To save/print the output in a web file, go to Options > select Show Output (Save and Print File)
14. A dialog box will appear and prompt you to respond.
15. You may need to hold down the control (Ctrl) key to override your pop-up blocker and allow the output to display in a web file on your machine.
16. Click "Yes" and the file will open.
17. Save the file to a folder on your computer and print.
18. The SZRCSCH report prints best in landscape, legal format; set all margins to 0.25.
19. Go to View on toolbar > choose Text Size > Smallest, if necessary.

SZRRESV--Course Enrollment/Reserved Seats Report

This report includes enrollment, identifies general education sections, parts of term, and cross-listed courses. Subtract Max Enr column from Proj Enrl column for the number of reserved seats. Refer to How to Run and Print SZRRESV…Report for instructions on how to set parameters.

SZRSEAT—Sections with Seats Reserved Report

This report includes only the courses with reserved seats. See General Instruction on How to Run Job Submission Reports.

SZRGEED—Count of General Ed Numbers Report

This report includes enrollment totals for general education courses by course number and by general education attribute. See General Instruction on How to Run Job Submission Reports.

Overbooking reports: The Banner job submission program to monitor overbooking is SZRCLEN. Instructions are attached. Room capacity may be viewed on 25 Live, SLARDEF in Banner or on SZRCLEN in Banner.

The SLARDEF – Room Definition form in Banner is equivalent to the 1C5 screen in SIS+ and is where campus space is created and maintained. This is not strictly a classroom form, it is also used to define residence hall space. SLARDEF has two fields. There is a Status field and a Room Inactivation block. See the list of Banner Status Codes created below. Currently, all spaces are active (AC); non-active rooms are not included in Banner.
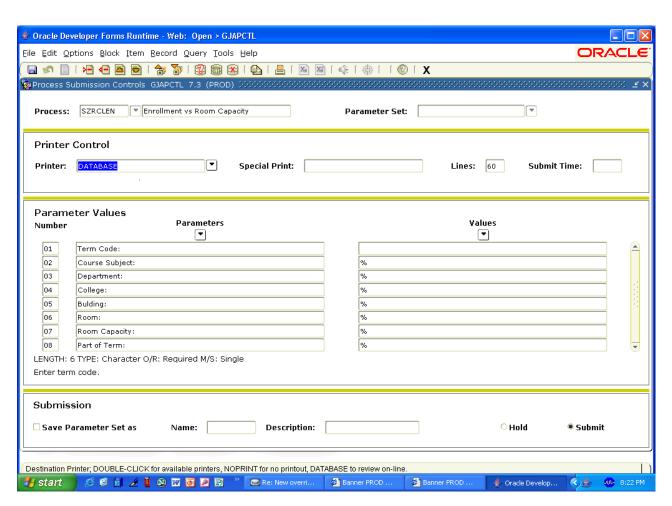
AC   Active (classrooms available for scheduling classes)
IN   Inactive (new classrooms coming online, but not available yet)
NA   Not Available (classrooms taken out of inventory and repurposed)
OF   Permanently Offline (classrooms that no longer exist, were not re-purposed, but have assignment history; ie, the Art Barn classrooms)
RN   Renovation – Offline (temporary offline for non-TAF renovation, but will return to active status)
TF   TAF Renovation – Offline (temporary offline for TAF renovation, but will return to active status)

To run the SZRCLEN Banner Report:

From the General Menu "Go to Box" type SZRCLEN.   [enter]   The GJAPCTL form (above) will open.

Follow these steps to run an Enrollment vs Room Capacity Report.

1. Process: SZRCLEN [next block]
2. Printer: Database [next block]
3. Term Code: 200780
4. Department: i.e. ENGL (All other fields may be %. This symbol is the wildcard in Banner and PipelineMT. [next block]
5. Check Save Parameter Set Box. Tab to Name box: Name your report. Tab to Description and enter a description for your report. Click on Submit and Save.
6. Click on Options to view your output. Select Review Output.
7. Select Options/Show Document. A box will appear "You have selected to show...in a browser." Click yes to open in a browser. Hold down the control key to override the pop-up blocker. Format as needed.
8. Add a column to SZRCLEN to display a count of sfrstcr_rsts_code = ('D1', 'D5'). This will indicated the number of students dropped after the 14th day of the class. These students are counted in enrollment and are included in max enrollment. Because of this, the report reflects that a room may be overbooked when in reality it is not.

MTSU Policy 303   **EFFECTIVE: June 5, 2017**

I. Purpose

This policy provides a coordinated academic calendar among Middle Tennessee State University (MTSU or University) and TN eCampus institutions in order to:

A. Facilitate student enrollment at MTSU and TN eCampus institutions and in the collaborative programs offered by MTSU, Austin Peay State University, East Tennessee State University, Tennessee Technological University, Tennessee State University, the University of Memphis, and Tennessee Board of Regents institutions;

B. Enable institutions to share resources, including courses, faculty, and physical facilities;

C. Encourage and enable the formation of consortia among institutions;

D. Permit greater efficiency in system-wide information technology resources.

II. Academic Calendar

A. MTSU will offer fall and spring terms that follow the academic calendar template included in this policy. MTSU may offer terms of alternate length in addition to the fifteen (15)-week Fall and Spring semesters, but should be mindful of calendar conflicts and federal financial aid requirements.

B. Each semester, the 14th day of class must be identified as the last date a student can drop a class (withdraw) without a grade designation, including a "W," appearing on the transcript. When providing alternate class formats, the institution is responsible for documenting equivalence in terms of student outcomes and competencies.

III. Template

A. Fall Semester, Full Term

1. Week One (1) of Fall semester begins with the first (1st) day of class.

a. Classes begin the fourth (4th) Monday in August.

b. Labor Day Holiday is the 1st Monday in September.

c. Fall break for MTSU must be scheduled for Monday and Tuesday of Week Eight (8) or can be moved to the Monday and Tuesday of Thanksgiving week. Note: Fall break for community colleges must be scheduled for Monday and Tuesday of Week Eight (8). TN eCampus will follow the schedule of the community colleges.

   To accommodate flexibility, faculty may want to consider the possibility of requiring no tests or assignments to be due on either of these two (2) Mondays or Tuesdays. This will allow students and faculty in a collaborative environment to participate in the break.

2. Thanksgiving Break (Wednesday, Thursday, Friday, Saturday, and Sunday)

   Monday and Tuesday of Thanksgiving week may also be included if the Fall break option described above is used. Wednesday is an extension of a break period where no classes will be held. (Administrative close days are not impacted.)

3. Classes End

   a. Flexibility is provided at the end of the semester to address any concerns with the number of class sessions, lab availability, etc.

   b. All grades must be submitted no later than the Monday of Week Seventeen (17), except TN eCampus grades, which will be delivered to the appropriate home institution no later than 4:30 p.m. on Friday of Week Sixteen (16).

   c. MTSU must establish and publish an end-of-term schedule for the last day of class and final exams. Appropriate time for completion of end of course assignments and preparation for final exams must be included in the schedule.

   d. MTSU is responsible for communicating any variations in breaks or end of term schedules to students and faculty engaged in collaborative programs.

B. Spring Semester, Full Term

1. Week One (1) of Spring Semester begins with the first (1ˢᵗ) day of class.

2. Classes must begin on Tuesday after Martin Luther King, Jr. (MLK) holiday with the exception of when MLK is on the 21st of January, when classes will begin on the Monday before MLK holiday.

3. Martin Luther King Holiday is the 3ʳᵈ Monday in January.

4. While Spring break must take place beginning Monday of Week Eight (8) at all community colleges, and TN eCampus will follow the schedule of the community colleges, MTSU has the flexibility to adopt an alternate Spring break date.

   MTSU is responsible for communicating the impact to students and faculty involved in collaborative programs when there are differences in the scheduling of Spring break.

C. Classes End

1. Flexibility is provided at the end of the semester to allow for addressing concerns with the number of class sessions, lab availability, etc.

2. All grades must be submitted no later than the Monday of Week Seventeen (17), except TN eCampus grades, which will be delivered to the appropriate home institution no later than 4:30 p.m. on Friday of Week Sixteen (16).

3. MTSU must establish and publish an end-of-term schedule for the last day of class and final exams. Appropriate time for completion of end of course assignments and preparation for final exams must be included in the schedule.

4. MTSU is responsible for communicating any variations in breaks or end of term schedules to students and faculty engaged in collaborative programs.

IV. Registration

The published registration schedule must designate specific registration deadlines for each phase of registration. Late registration may be permitted through the seventh (7th) calendar day for regular Fall and Spring courses with late registration period proportionally adjusted for Summer and alternate length courses.

V. Exceptions

Exceptions to the calendar for specialized programs may be approved by the President.