

**Office of the University Registrar
Brandeis University
Rules Governing Course Scheduling**

Departments shall offer graduate and undergraduate courses only in legal blocks, and in approved variations that have been designed to accommodate seminar, laboratory and studio formats. Normally classes meet twice a week for 1.5 hours each, or three times a week for 1.0 hour each. Requests for exceptions require the explicit permission of the University Registrar. Please provide a memo outlining your request and supply a detailed explanation of why an irregular block assignment is being requested. The University Registrar will review these requests and may consult with the Dean of Arts and Sciences.

Approved blocks include the following:

a) 13 seminar blocks (S1-S9 and X1-X4) accommodate seminar courses requiring a single three-hour session, and are limited to use by such courses.

b) Science laboratories may be scheduled as many as five afternoons per week (as needed) and will begin at either 1:00 p.m., 1:30 p.m., or 2:00 p.m. depending on the requirements of the specific laboratory curriculum. Normally, a laboratory session requires 4-4.5 hours.

c) Studio courses with special space/time requirements shall use no more than two blocks.

Options for four hours of studio instruction per week:

- Option 1: Mon, Wed 9:00-10:50 (blocks B and C on Mon, Wed)
- Option 2: Mon, Wed 11:00-12:50 (blocks D and E on Mon, Wed)
- Option 3: Mon, Wed 1:00-2:50 (blocks F and K on Mon, Wed)
- Option 4: Mon, Wed 2:00-3:50 (utilizing portions of blocks K and L)
- Option 5: Tues, Fri 9:00-10:50 (utilizing portions of blocks A2 and G)
- Option 6: Tues, Fri 9:30-11:20 (utilizing portions of blocks G and H)
- Option 7: Tues, Fri 11:00-12:50 (utilizing portions of blocks H and J)
- Option 8: Tues, Fri 12:30-2:20 (utilizing portions of blocks J, N and S5)
- Option 9: Tues, Thurs 2:00-3:50 (utilizing portions of blocks N and P)

Options for six hours of studio instruction per week:

- Option 10: Tues, Fri 9:00-11:50 (blocks S7 + S9)
- Option 11: Tues, Fri 12:30-3:20 (utilizing portions of blocks J, N and S5)
- Option 12: Mon, Wed 2:00-4:50 (blocks S1 + S3)
- Option 13: Tues, Thurs 2:00-4:50 (blocks S2 + S4)

d) Language classes which need to meet every day for five or six hours a week may select:

Options for five days of instruction per week:

- Option 1: Block A every day (5 hours)
- Option 2: Blocks B + G
- Option 3: Blocks C + G
- Option 4: Blocks D + H
- Option 5: Blocks E + J
- Option 6: Blocks F + J

Options for four days of instruction per week:

- Option 7: Blocks K + N
- Option 8: Blocks L + P

e) Classes which schedule a fourth hour may select one of the following:

- Option 1: Block G starting at 9:00
- Option 2: Four one-hour blocks starting at 8:00 any four days
- Option 3: Block L running until 5:30
- Option 4: One four-hour block starting at 8:00 any day
- Option 5: Block P running until 5:30

f) Language courses with extended hours (4-6) occupy two distinct blocks and must be counted separately for each of those blocks for compliance purposes. Thus a course scheduled for E and J blocks should be counted once in each of those blocks for a total of "2" on the compliance form (Form 2A).

1. Owing to the need to ration large rooms, departments shall not offer in the same block more than two courses with projected enrollments of 50 or more. Requests to waive this provision require the explicit permission of the University Registrar. A memorandum explaining the reason(s) should accompany all such requests. Given the increasing number of large enrollment courses there may be a lack of rooms with adequate space. In the event of a conflict due to a lack of resources, our office will decide how to resolve the conflict - whether by moving a course to a different time block or placing a restriction on the number of students allowed to enroll.

2. To ease overcrowding in the dining halls at lunch time, all departments must assign a course to each of blocks E, F, H and J before assigning a second course to any of them. We request that departments maintain as even a distribution as possible in assigning second courses during this time. In the event of uneven placement of courses in these blocks, we may ask you to reschedule them.

3. To optimize student choice and to optimize our use of classroom resources, each department must distribute their courses evenly across the five days of the week. In the event that courses are unevenly distributed, you may be asked to redistribute them in an even manner. In order to facilitate the even distribution of block assignments, please observe the following rules - a department shall comply with **all** of the following:

a) No more than 50% of its courses offered in "prime time," (Blocks C, D, E, F, G, H, J, S6, S7, S8, S9)

b) At least as many courses offered in blocks N, P, S2, and S4 combined as are assigned to blocks K, L, S1, and S3 combined

c) One course each in blocks S1, S2, S3 and S4
and

One course in either block M or V
before assigning a second course to blocks S1, S2, S3 and S4

d) One course each in blocks S6, S7, S8 and S9
before assigning a second course to blocks S6, S7, S8 and S9

4. All First Year Seminars (FYS) taught by faculty in your department are to be included in figuring your compliance with the directives given in (3) above.

Final authority for the scheduling of classes resides with the University Registrar. Any changes in scheduling due to the addition or creation of new courses, or the addition and/or loss of faculty are subject to the approval of the University Registrar. Every effort will be made to accommodate departmental requests, consistent with overall scheduling priorities. Departmental requests may be denied for failure to comply with the scheduling guidelines above, and also when technical compliance generates an uneven distribution among blocks when considered in the context of other departments' requests.