

**Office of the University Registrar
Brandeis University**

Rules Governing Course Scheduling

1. Departments shall offer graduate and undergraduate courses only in legal blocks, and in acceptable 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 to waive this provision require the explicit permission of the University Registrar. A memorandum explaining the reason(s) should accompany all such requests. Acceptable variations on the block system follow:

- a) 12 seminar blocks (S1 – S8 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. or 1:30 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: Monday, Wednesday 9:00-11:00 (blocks B and C on Monday and Wednesday only)
- Option 2: Monday, Wednesday 11:00-1:00 (blocks D and E on Monday and Wednesday only)
- Option 3: Tuesday, Friday 9:00-11:00 (utilizing portions of block G and H)
- Option 4: Tuesday, Friday 11:00-1:00 (utilizing portions of blocks H and J)
- Option 5: Tuesday, Friday 2:00-4:00 (utilizing portions of blocks N and P).

Options for six hours of studio instruction per week:

- Option 1: Monday, Wednesday 2:00-5:00 (blocks K + L)
- Option 2: Tuesday, Friday 9:00-12:00 (blocks G + H)
- Option 3: Tuesday, Friday 12:00-3:00 (blocks J + N)
- Option 4: Tuesday, Friday 1:30-4:30 (blocks N + P).

- d) Language classes which need to meet every day for five or six hours a week may select:
 - block A every day (5 hours),
 - block A every day, going until 9:30 on Tuesday and Friday (6 hours),
 - blocks B + G,
 - blocks D + H,
 - blocks E + J,
 - blocks K + R,
 - blocks F + N, and
 - blocks L + P.
- e) Classes which schedule a fourth hour may select one of the following:
 - Block G starting at 8:30,
 - Block A (any four days),
 - Block L running until 5:30,
 - Any three-hour block + 8:00 a.m. any day,
 - Any block + Thursday, 2:00-3:00 (block R on Thursday)
- 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" for line (4a.i) on the compliance form (Form 2A).

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2. 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.

3. To ease overcrowding in the dining halls at lunch time, all departments must assign a course to each of blocks D, H, E and J before assigning a second course to any of them, and as even a distribution as possible must be maintained in assigning such second courses. In the event of uneven placement of courses in these blocks we will ask you to reschedule them.

4. 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 assigned (i.e. packed into particular block(s)) you will be asked to redistribute them in an even manner. In order to facilitate the even distribution please observe the following rules - a department shall assign:

a) no more than 50% of its courses in "prime time," (i.e., blocks C, D, E, F, G, H, J, N, S6, S7); and

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

and

c) blocks S1, S2, S3 and S4 each once, and assign a course to blocks M or S5, before assigning a second course in any block of S1-S4;

and

d) no more to block S6 than are assigned to S7.

5. All University Seminars (USEMs) taught by faculty in your department are to be included in figuring your compliance with the directives given in (4) above.

6. To facilitate necessary meetings of faculty members, departments shall schedule no courses except University Writing Seminars (USEM) on Thursdays from 3:00-5:00 p.m.

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 a mal-distribution of projected enrollments when viewed in the context of other departments' requests.