



## COURSE DEVIATION GUIDELINES FOR UNDERGRADUATE AND GRADUATE COURSES

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Course deviations are available for calendar deviations and three types of time deviations.

### ***Calendar Deviations***

A department may request a calendar deviation for days/dates outside the regular sessions in the academic calendar, e.g., courses that meet for 12 weeks during a 16 week semester. These requests must be approved by the Department Head, the Associate Dean of Instruction, and the Associate Vice President for Undergraduate Education (Attachment 1). Following approval, the Associate Vice President for Undergraduate Education will direct Classroom Scheduling personnel to schedule the course.

**A calendar deviation must be submitted each semester a course is offered outside the normal calendar.**

### ***Time Deviations***

A department may also request a deviation for classes that do not meet during the official class meeting times as approved by the Instruction Council on March 8, 2005 (Attachment 2). A deviation is required if the department wishes to schedule a class that:

1. does not start at the standard time;
2. meets longer than the standard 50 or 75 minute class time (courses that meet during the approved evening times do not need to submit a deviation request); or
3. does not meet the standard days of week format (e.g., meets Monday and Thursday).

Departments must provide a very strong rationale for deviating from the official class meeting times. Course times that deviate from the normal schedule create conflicts in student schedules and drastically limit the availability of general university classrooms.

Deviations from the standard start time are rarely granted, but requests for longer class meeting times may be approved if a departmental room is available or if the department schedules another course that meets in the same room on the opposite day (i.e., Monday and Wednesday or Friday, or Tuesday and Thursday).

The following are exceptions to the deviation requirement:

- Labs or discussion sections meeting in departmental rooms or labs may deviate from the regular course schedule, as long as they begin at an acceptable 'start' time.
- Tulsa courses that meet for 3 hours, one day a week may do so without a deviation provided they begin at a regulation start time.



REQUEST TO SCHEDULE AN ON-CAMPUS RESIDENT COURSE THAT DEVIATES FROM THE REGULAR CALENDAR FORMAT OR OFFICIAL CLASS TIME

Attachment 1

Semester and Year: \_\_\_\_\_ Number of Credits (if 0 ending course): \_\_\_\_\_

Course (Prefix, Number and Section): \_\_\_\_\_

Course Title: \_\_\_\_\_

Type of deviation requested:

- \_\_\_\_\_ calendar (course will not meet during a regularly-scheduled session)
- \_\_\_\_\_ class will not start at standard start time
- \_\_\_\_\_ length of class meeting exceeds standard meeting time
- \_\_\_\_\_ days of the week format (e.g., Monday and Thursday)

Scheduled Dates: \_\_\_\_\_ Number of Days of Instruction: \_\_\_\_\_

Meeting Times and Days of the Week: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Additional meeting time is required for breaks: Classes meeting 2-5 hours at one time must add 15 minutes per class period. Classes meeting over 5 hours must add one hour per class period for breaks. Example: A three credit class meeting once a week for the full semester needs to include 15 minutes for breaks each week.

Calculate Instructional Minutes: \_\_\_\_\_ (subtract breaks from the meeting times to calculate instructional minutes)  
(See Oklahoma State Regents for Higher Education Policy 3.18 and OSU Policy 2-0209.)

Schedule in the following Departmental Room: \_\_\_\_\_

Target Audience: \_\_\_\_\_

Reason for Irregular Scheduling (Please explain why the course cannot be taught during scheduled semesters, intersession, or approved short course periods):

\_\_\_\_\_  
\_\_\_\_\_

Department Head Signature/Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Academic Dean Signature/Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Signature/Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Associate Provost Signature/Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only
Processed by: _____ Date: _____

Upon approval, please open the section to the following max enrollment: \_\_\_\_\_



OFFICIAL CLASS TIME SCHEDULE FOR COURSE OFFERINGS

**Three credit hour classes must comply with one of the following format options:**

a) Classes meeting for 50-minutes (three periods per week) will begin on the half-hour and end 20-minutes after the hour, beginning at 7:30am and ending at 4:20pm

b) Classes meeting for 75-minutes (two periods per week) are limited to the times listed below:

- |                 |                  |                |                |
|-----------------|------------------|----------------|----------------|
| TR 7:30-8:45am  | TR 10:30-11:45am | TR 2:00-3:15pm | MW 8:00-9:15am |
| TR 9:00-10:15am | TR 12:30-1:45pm  | TR 3:30-4:45pm | MW 2:30-3:45pm |
|                 |                  |                | MW 4:00-5:15pm |

**All classes must START at the appropriate times no matter the number of credit hours.**

- |             |             |            |            |
|-------------|-------------|------------|------------|
| MWF 7:30am  | MWF 8:30am  | TR 7:30am  | TR 9:00am  |
| MWF 9:30am  | MWF 10:30am | TR 10:30am | TR 12:30pm |
| MWF 11:30am | MWF 12:30pm | TR 2:00pm  | TR 3:30pm  |
| MWF 1:30pm  | MWF 2:30pm  |            |            |
| MWF 3:30pm  | MWF 4:30pm  |            |            |

**Schedule classes that only meet once a week using the following:**

- 4:30 - 7:10pm (graduate and Tulsa classes only)
- 7:20 - 10:00pm (undergraduate, graduate and Tulsa classes)
- 6:45 - 9:30pm (undergraduate and graduate classes)

**Evening classes that are scheduled twice a week use the following:**

- 6:45 - 8:00pm Monday/Wednesday or Tuesday/Thursday
- 8:15 - 9:30pm Monday/Wednesday or Tuesday/Thursday

Undergraduate courses (1000-4000 level) will not be scheduled during the 5:30-6:30pm Common hour Exam period.

Approved by the Instruction Council January 28, 2005.  
Updated March 8, 2005.

Approved by the Instruction Council November 2, 2007.  
Updated November 5, 2007

\*\*NOTES TO THE ABOVE - These are the official class meeting times. All final exams must follow the standard sequence. Any deviations to the above must be approved by the Office of the Provost.