

Guidelines for Schedule Modification Requests After the Schedule is Created

All course assignments are made by the University's academic departments. Likewise, all course change requests are made by the respective departments and submitted by the department representatives responsible for scheduling.

Course information changes not related to room or day/time:

- Any change that does not have to do with room, day, or time of the course: prerequisite changes, class restriction codes, print comment codes, etc.

Instructor changes:

- Adding graduate student TA or GA instructors that are not identifiable at the time of scheduling
- Adding new PTL instructors that are not currently in the HCM system
- Replacement of instructors due to emergency
- *Post-registration in CSS*: Adding, swapping, or replacing instructors (full-time or PTL), GAs, and TAs to a section

Room changes:

- If construction or other physical issues with the building require moving a class
- If an instructor has special access needs that the room cannot accommodate (handicap access, building access, elevator in building needs repair or specialized key, etc.)
- If there is a significant change to the nature of the class that changes the room requirements necessary for the course (for example, a course that previously did not need a physical lab now does, a course now requires access to computers, etc.) (Dean's office approval)
- If there is a need to extend the stop point of the course past the current capacity of the room

Time/day changes:

- If an emergency replacement of instructor occurs, and the replacement instructor is only available at a different time
- If a newly emergent university/departmental obligation or Academic Labor Relations-qualifying medical, religious, etc. issue has arisen for the instructor
- If a room change is forced (due to construction, student/faculty access issues, etc.), and the course requires a specialized room that is only available at a different time or day
- Courses which have exceptionally limited populations – graduate cohort-based sections, specialized upper level courses open only to limited populations within a major, etc. where the change in day/time will not affect a large number of students or potentially interfere in any way with course matrices (Dean's office approval)
- Two courses overlap when they should not

Room AND time/day changes:

- Swapping two courses that are not in another unit's course combination, academic block, or scheduling group and that are in similar sized classrooms (Chair approval)
- Moving a course into a school's/department's own restricted room at a different time (Chair approval)

Course sections may be added late if:

- Independent Studies, Internships, and other courses which do not require room space or are scheduled to meet "by arrangement" may be added freely as needed
- Courses to accommodate a new full-time hire
- *Post-registration in CSS*: Additional overflow sections may be added if enrollment exceeds course capacity; though if possible they should be added at the same day/time as existing sections in order to conform to the optimized schedule

Course sections may be cancelled late if:

- If there is an Instructor emergency where the only instructor able to teach a section is no longer available, and a replacement cannot be reasonably found (Dean's office approval)
- *Post-registration in CSS*: If they have insufficient enrollment (low enrolled courses) (Dean's office approval)