

Central Virginia Community College Policies  
V – Academic Administration and Responsibilities  
Course Scheduling Guidelines



Policy #:	CVCC0115
Effective:	__/__/__
Last Reviewed/Revised:	10/14/2022
Responsible Dept.:	Academic and Student Affairs
Other Policy References:	NA

### Course Scheduling Guidelines

#### Strategic Scheduling Guidelines

##### Scheduling Vision

Central Virginia Community College will offer a balanced schedule of instructional programs and courses that supports students' needs and helps students get the right class at the right time in the right sequence to complete their educational goals.

To do this, Central Virginia Community College will schedule programs, courses and classes based on the following guiding principles, relying on thoughtful analysis and input, effective use of data (both quantitative and qualitative), efficient utilization of facilities, knowledge of campus and instructional resources, awareness of pedagogical needs, and understanding of the course progression needs of students.

##### Core Scheduling Principles

1. CVCC's mission to support student success and workforce development for personal growth and economic vitality will drive scheduling strategies, processes, and decisions, at both the program and the course level.
2. CVCC's instructional programs will schedule with a focus on student goals and student need.
3. CVCC's instructional programs will schedule in collaboration with other disciplines to meet student needs.
4. CVCC's instructional programs will schedule courses and programs in appropriate sequence and location.
5. CVCC's schedules across campuses/centers will reflect regional priorities in the strategic plan along with program-level goals and objectives.
6. CVCC's schedule development process will support instructional programs in the regular and effective use of data to inform scheduling decisions.
7. CVCC's schedule development process will promote student success and prioritize progression to and completion of awards.
8. CVCC will make scheduling decisions to ensure effective and efficient use of facilities and campus-based resources.

Central Virginia Community College Policies  
V – Academic Administration and Responsibilities  
Course Scheduling Guidelines

**Scheduling Guidelines**

These principles will be operationalized based on the following guidelines. We will:

9. Schedule to support institutional priorities.
10. Prioritize efficiency of room use while allowing for innovation (e.g., eight-week block schedules).
11. Schedule with an understanding of exceptions due to accommodating CTE, high school dual enrollment, STEM Academy, and early college agreements.
12. Schedule for forward progress in degrees and/or certificates.
13. Schedule to meet the needs of the course learning outcomes and the instructional method.
14. Schedule room assignments to align with established course caps while understanding the instructional needs of a particular class or course.
15. Schedule classes within the approved college summer, fall, and spring term schedules.
16. Schedule in collaboration with other disciplines and divisions based on degree plan progression.
17. Identify a prime time course-meeting schedule for traditional, main campus seated general education courses. Prime time will be 50-minute courses MWF and 75-minute courses TR between 8:00 a.m. – 2:00 p.m.
18. Schedule traditional, main-campus seated general education lecture courses, to the extent possible, in conformance with the standard meeting grid as show in the chart below:

<b>CVCC General Education Scheduling Grid (Prime-time shaded in blue) 3 Hour Lecture Courses (2.5 Hour Meeting Pattern)- two or three per week</b>		
<b>MWF</b>	<b>TR</b>	<b>MW</b>
MWF 8:00-8:50	TR 8:00-9:15	
MWF 9:00-9:50	TR 9:30-10:45	
MWF 10:00-10:50		
MWF 11:00-11:50	TR 11:00-12:15	
MWF 12:00-12:50		
MWF 1:00-1:50		MW 1:00 - 2:15
	TR 2:00 - 3:15	MW 2:30 - 3:45
	TR 3:30 -4:45	
		MW 4:00 - 5:15
	TR 5:30 - 6:45	MW 5:30 - 6:45
	TR 7:00 - 8:15	MW 7:00- 8:15

19. Require approval for all schedules, schedule changes, and/ exceptions to the standard scheduling grid for general education courses by the academic dean prior to implementation.
20. Schedule to reflect the fact that classrooms, time slots, and campuses are shared resources. Allocation will reflect institutional priorities, effective and efficient facilities utilization, and student need.
21. Ensure through faculty peer review that when distance learning courses (online, hybrid1, collaborate) are offered, they include the same content and deliver the same student outcomes as do the same courses taught in the classroom. Although contact hours for distance learning courses may not represent seat time, they represent the amount of course time devoted to lecture and laboratory instruction (VCCS Policy 5.3.0.1).
22. Schedule general education hybrid1 courses to align with the scheduling grid meeting times.

Central Virginia Community College Policies  
V – Academic Administration and Responsibilities  
Course Scheduling Guidelines

23. Schedule traditional, main campus seated general education courses outside of prime time as MW 75-minute courses beginning at 1:00 p.m. or TR beginning at 2:00 p.m.
24. Schedule courses that meet once weekly or as dynamic (e.g. SDV) outside of prime time with a MTW or R start time that aligns with the scheduling grid.
25. Schedule courses that meet for more or less than 3 credit hours (2.5 hour meeting time) to begin at a time that aligns with a start time on the scheduling grid.
26. Avoid scheduling courses during the CVCC governance hour of 1:00 – 2:00 p.m. on Tuesdays.
27. Monitor course enrollments during the enrollment period and add or remove courses appropriately based on student demand.

<sup>1</sup>Hybrid courses are courses that offer a combination of seated instruction and online instruction (1% - 99%).