



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 CRN) If new section, indicate new: _____

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 - 3 hours at one time must add 10 minutes per class period; classes meeting 3 - 5 hours at one time must add 15 minutes per class period; and classes meeting more than 5 hours must add 60 minutes per class period for breaks. For example, a three-credit-hour class meeting once a week for the full semester, such as T 7:20-10:00 pm, must include 10 minutes for break time 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: _____ Instructor ID #: _____

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: _____

Date: _____

Undergraduate Associate Provost (UG courses) or Graduate Associate Provost (GR courses) Signature/Print Name

Office Use Only
Processed by: _____ Date: _____

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



OFFICIAL CLASS TIME SCHEDULE FOR COURSE OFFERINGS

Attachment 2

These are the OSU official class meeting times for three-credit hour classes during the fall and spring semesters. Any deviations must be approved by the Office of Academic Affairs.

OSU-Stillwater Class Times**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. See start times below.

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

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

All classes must START at the following times no matter the number of credit hours:

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

Classes that meet once a week use the following time slots:

4:30-7:10 pm (graduate classes only)
 5:30-8:10 pm (graduate classes only)
 6:45-9:30 pm (undergraduate or graduate classes)
 7:20-10:00 pm (undergraduate or graduate classes)

Evening classes that meet twice a week use the following time slots:

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

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

OSU-Tulsa Class Times

(in addition to those listed above for OSU-Stillwater)

Tulsa classes that meet once a week use the following time slots for either undergraduate or graduate classes:

8:00-10:40 am	1:40-4:20 pm	5:30-8:10 pm
10:50 am-1:30 pm	4:30-7:10 pm	

Tulsa classes that meet for 75-minutes (two periods per week) may use the following time slots:

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

Approved by the Instruction Council January 28, 2005.

Updated March 8, 2005, and November 2, 2007.

Update approved by Instruction Council March 26, 2015, and May 1, 2015.