



## **COURSE DEVIATION GUIDELINES FOR UNDERGRADUATE AND GRADUATE COURSES**

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Course deviations are available for calendar deviations, time deviations, or hour/schedule type 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 Course Management 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. They also impact final exam schedules.

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:

- Lab 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. \*These times include starting at the half hour and ending 20 minutes after the hour using the set amount of instructional time required on the course.\*
- 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.

### **Credit Hour/Schedule Type Deviations**

Courses approved at the catalog level with credit hour/schedule types of lecture, lab, and/or discussion (non-independent study courses) should be scheduled according to the following standards to provide schedule transparency to students before enrollment, ensure instructional minutes and other credit hour standards are met, to facilitate emergency response, and to allow actual classroom usage to be tracked:

1. On-campus, non-independent study courses with a traditional instructional method require meeting details (days, times and location).
2. Only courses approved as independent study at the catalog level may be offered with an independent study instructional method.

Departments may request a credit hour/schedule type deviation for non-independent study courses to vary from these standards, and must provide a syllabus or class plan with their request.



# 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): \_\_\_\_\_ Submitted by: \_\_\_\_\_

Course (Prefix, Number and CRN): \_\_\_\_\_ New Section :  Y  N

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

**Type of deviation requested:**

- Calendar (course will not meet during a regularly-scheduled session)
- Length of class meeting exceeds standard meeting time
- Blended-Hybrid delivery (attach a syllabus or agenda that lists the scheduled dates, meetings, and days planned for face-to-face/traditional and planned online instruction.)
- If Blended-Hybrid delivery, provide percentage (to equal 100%):  
Face-to-Face: \_\_\_\_\_ Online: \_\_\_\_\_
- Class will not start at standard start time
- Days of the week format (e.g., Monday and Thursday)
- Credit hour/schedule type deviation for non-independent study course (attach a syllabus or class plan)

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; 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 15 minutes for break time each week.

Max enrollment: \_\_\_\_\_ Departmental Room: \_\_\_\_\_ Instructor Name (ID #): \_\_\_\_\_

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

Reason for Irregular Scheduling (Please explain why the course cannot be taught during scheduled semesters, intersession, or approved short course periods or does not follow one of the approved Parts of Term. Please address how the scheduling change will impact students' enrollment and schedules.):

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

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

Financial Aid (if needed)) for Title IV Aid  
Non-Standard terms only Signature/Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

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

Vice Provost, Undergraduate Courses,  
or Senior Associate Dean, Graduate  
Courses, Signature/Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Registrar's Use Only**

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.)

Processed By: \_\_\_\_\_ Date: \_\_\_\_\_



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

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

- 4:30-7:15 pm (graduate classes only)
- 5:30-8:15 pm (graduate classes only)
- 6:45-9:30 pm (undergraduate or graduate classes on MWF only)
- 7:30-10:15 pm (undergraduate or graduate classes)

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

MW 6:45-8:00 pm	TR 7:15-8:30 pm
MW 8:15-9:30 pm	TR 8:45-10:00 pm

Acceptable Lab Times begin at the half hour and end 20 minutes after the hour using the set amount of instructional time required on the course any day of the week. Labs may begin no earlier than 7:30 a.m. and cannot extend into or within the common exam period. Evening labs that start after the common exam period are not restricted to begin at the half hour.

(Examples, pick any combination of days)    MTWRF: 7:30-8:20 am    7:30-9:20 am    7:30-10:20 am

Undergraduate courses (1000-4000 level) on the Stillwater Campus will not be scheduled during the common evening exam periods.

MWF 5:30-6:30 pm	TR 6:00-7:00 pm
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### **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	7:20-10:00 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

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