



OKLAHOMA STATE UNIVERSITY

OFFICE OF THE REGISTRAR

SUBMIT TO:
COURSE MANAGEMENT
322 STUDENT UNION
STILLWATER, OKLAHOMA 74078-1013
405-744-6885
GUROOMS@OKSTATE.EDU

COURSE DEVIATION GUIDELINES FOR UNDERGRADUATE AND GRADUATE COURSES

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 Course Management personnel to schedule the course.

All classes with a calendar deviation must conform to Title IV Aid standard term rules:

1. With the exception of pre-session classes, the class start date can begin no earlier than two weeks prior to the first day of the main term, and the end date can be no later than the last class day of the main term.
2. Pre-session (or intersession) classes cannot overlap the previous main term nor the immediate upcoming main term. In other words, the start date for pre-session classes can begin no earlier than the day after the last day of the previous main term, and the end date must precede the first day of the main term.

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:

- 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.



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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): _____ Is this a New Section? (Circle yes or no): Y N

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)
- _____ 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.)

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: _____

Registrar Signature/Print Name: _____ Date: _____

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

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

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.)

Registrar's Use Only	
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 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