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ACADEMIC DEAN AND PROVOST INSTRUCTION 1531.84

From: Academic Dean and Provost

Subj: ACADEMIC COURSE SECTION SCHEDULING GUIDANCE

Ref: (a) AcDeanInst 1531.13 Course Enrollment Policy
(b) AcDeanInst 5420.20 Curriculum Review Process

Encl: (1) Standard Scheduling Notation
(2) Standard Section Scheduling Patterns
(3) Standard Notation for Section Numbering

1. Purpose. To publish guidance for the scheduling of course sections and associated standard notations.
2. Background. To fulfill the Naval Academy mission, each midshipman must complete his/her academic program within a four-year period. The efficient scheduling of academic courses and the efficient use of available classrooms is essential to allow generation of feasible schedules that permit timely completion of the academic program for all midshipmen. The need for midshipmen to obtain viable class section schedules shall therefore take priority over any midshipman or faculty scheduling preferences.
3. Action. All departments must adhere to the following guidelines.
 - a. Departmental teaching schedules shall be developed with the needs of the midshipmen foremost. The wishes of faculty members for particular schedules should be accommodated, if it is reasonable to do so, but they should not take priority over providing midshipmen with sections offered at a variety of meeting times that allow them to build viable schedules for their academic programs.
 - b. Departments shall use standard notation for scheduling of courses and sections as described in enclosure (1).
 - c. Departments shall avoid using non-standard scheduling patterns. See enclosure (2) for a list of standard section scheduling patterns. Standard patterns mesh well with each other; non-standard patterns generally do not. The use of non-standard schedules must be approved by the Associate Dean for Academic Affairs (ADAA).
 - d. Departments shall arrange section meeting time patterns of all of their offered courses,

including multisection courses, so that all periods of the week have nearly the same use. For example, periods 1 and 6 should be utilized to the same extent as the other periods of the day, and Fridays should be utilized to the same extent as other days of the week. Departments shall distribute the department's teaching hours as uniformly across all periods of the week as possible.

- e. Departments shall use the fewest number of different periods possible for the schedule of any section. The greater the number of different periods used, the more likely it is that a section's schedule will conflict with others or that a midshipman will be unable to enroll in the section.
- f. Departments shall use as few classrooms as possible in scheduling a course section. On the other hand, it is permissible to schedule a section into two or more different rooms to increase room use efficiency.
- g. Sections should be made as large as possible, consistent, of course, with good pedagogy as well as room capacity limits. Standard classrooms should not generally be used for small sections. Recall that sections with fewer than 10 midshipmen must be justified to and approved by the Dean per ref (a). Offices, conference rooms, and seminar rooms may be used for small sections. In general, double-scheduling of rooms will not be allowed. Two different rooms may not be scheduled for the use of the same section at the same time. If classroom-style instruction is desired during a laboratory period, it will have to take place in the laboratory or a classroom that is not otherwise scheduled.
- h. Departments shall verify, where possible, that scheduling conflicts for midshipmen have not been created by checking with other departments teaching the same midshipmen. For example, if Departments A and B teach majors in the same graduating class in a given semester, they should coordinate their scheduling to avoid offerings that conflict. Elective courses that should be available to upper class majors should be offered at times that are not in conflict.
- i. Departments shall use the notation of enclosure (3) for section numbering.
- j. A course with a laboratory shall be scheduled so that laboratory time occurs in consecutive periods or departments should reconsider the format or the credits allocated to the course. For example, a 1-2-2 course should not be scheduled as though it were a 3-0-3 course and, conversely, a 3-0-3 course should not be taught with a double period. (See enclosure (1) for notes on course credit notations.) Courses may be restructured through the normal curriculum change process as described in reference (b).
- k. Departments may employ, where it is feasible to do so, faculty offices, departmental meeting rooms, and other spaces within the academic buildings for classroom purposes.

4. Records Management. Records created as a result of this instruction, regardless of media and

format, must be managed per Secretary of the Navy Manual 5210.1 of January 2012.

5. **Review and Effective Date.** Per OPNAVINST 5215.71A, the Associate Dean for Academic Affairs will review this instruction annually on the anniversary of the effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire five years after the effective date unless reissued or otherwise canceled prior to the five-year anniversary date, or an extension has been granted.



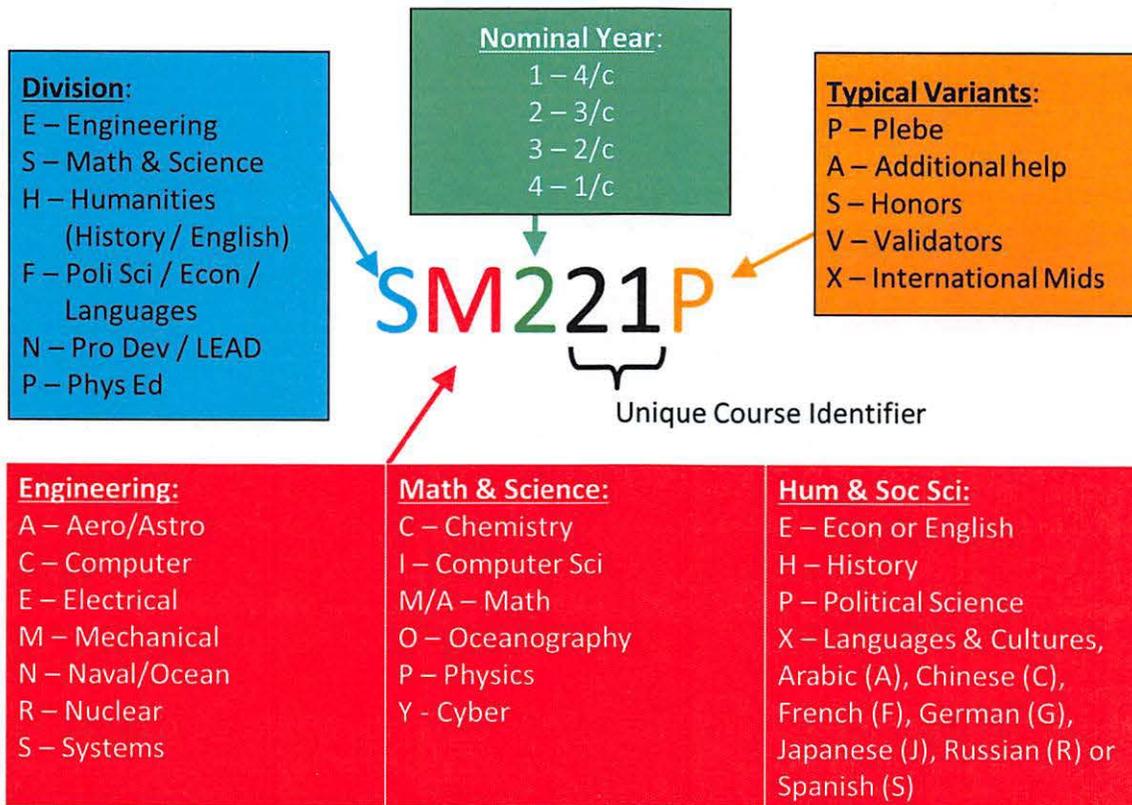
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Releasability and distribution:

This instruction is cleared for public release and is available electronically via the Academic Dean and Provost Instructions intranet website: <https://intranet.usna.edu/instructions.php>

Standard Scheduling Notation

- Background.** In order to maintain consistency in schedules, it is essential to adopt standard abbreviations and notations.
- Course Identifiers.** Courses are identified by a five- or six-character identifier. As indicated in the graphic below, the first two characters indicate the division and department. The third character usually indicates the level of the course (where “1”=freshman or 4/c level, “2”=sophomore or 3/c level, “3”=junior or 2/c level and “4”=senior or 1/c level). The fourth and fifth characters are unique numeric course identifiers. While not typical, some course identifiers also have a sixth character, usually to indicate a particular version of the course or a particular enrollment population.



2. **Course Credits.** Generally, a course’s format and its associated credits are noted as R-L-C, where R=the number of hours of recitations (lectures) per week, L=the number of laboratory hours per week, and C=the total credits for the course. The total credits is generally the sum of the recitation hours per week plus half of the lab hours per week, or $C=R+L/2$. A three-credit, lecture-only course is therefore referred to as “3-0-3,” while a three-credit course with two lectures and one two-hour lab per week is referred to as “2-2-3.”

3. Buildings. The following are the standard, two-letter building designations.

Armel Leftwich Visitor's Center	VC
Bancroft Hall	Bw*
Chauvenet Hall	CH
Dahlgren Hall	DA
Halligan Hall	HA
Halsey Field House	FH
Hendrix Oceanography Lab	HX
Hubbard Hall	HU
Larson Hall	LA
Leahy Hall	LE
Lejeune Hall	LJ
Luce Hall	LU
MacDonough Hall	MD
Mahan Hall	MA
Maury Hall	MU
Michelson Hall	MI
Mitscher Hall	MT
Nimitz Library	NI
Perry Center	PC
Preble Hall	PR
Ricketts Hall	RK
Rickover Hall	RI
Robert Crown Sailing Center	SC
Sampson Hall	SA
Tennis Center	TC
Ward Hall	WA
Warner Soccer Center	WR

* w = wing number

4. Rooms. Normally, three digits are used to designate a room, with a fourth character as a suffix, where necessary. Leading zeroes should be employed vice "G," if G means ground deck. Examples: CH116, LU006 (not LUG6), RI006 (not RI6), WA007 (not WAG7), and RI123b.

TBA ("to be announced") and TBD ("to be determined") should be replaced by actual meeting locations prior to the start of the semester, but may remain only if appropriate – usually for independent research project courses.

5. Days. Following are the letter notations for each day of the week.

Monday	M
Tuesday	T
Wednesday	W
Thursday	R
Friday	F
Saturday	S

6. Periods. Following is the class period schedule for a normal academic day.

Period	Duration
1	0755-0845
2	0855-0945
3	0955-1045
4	1055-1145
5	1330-1420
6	1430-1520
7	1530-1620
8	0755-0910
9	0955-1110
10	1330-1445

7. Section schedules. A schedule pattern has the form DP where D is a string of letters designating days of the week and P is a string of digits designating periods of the day.

Examples:

Schedule pattern	Meets on
MW3	Monday 3 and Wednesday 3
WF12	Wednesday 1, Wednesday 2, Friday 1, and Friday 2
TR9	Tuesday 9 and Thursday 9
MW2,R12	Monday 2, Wednesday 2, Thursday 1 and Thursday 2

8. Designating meetings in more than one room. When a section meets in more than one classroom during a week, the classrooms are separated by commas and the meetings times are also separated by commas in a corresponding manner.

Examples:

Times Rooms	... means that the section meets
MWF2,R12 MI118,MI034	MWF2 in MI118 and R12 in MI034
M6,TR6,F56 M110,MI103,MI020	M6 in MI110, TR6 in MI103, F56 in MI020
MR3,W3 CH122,CH110	MR3 in CH122 and W3 in CH110

9. Additional technical notes

- a. Commas must be used as separators, exclusively. No other character, such as the slash (/) should be used as a separator. So, "MI225/22" is incorrect and should read, instead, "MI225,MI022".
- b. In a string representing a scheduling time pattern, no digit should be followed by a letter. A comma must be used to separate them. So, "MWF1T12" should read, instead, "MWF1,T12".
- c. There must be the same number of commas used for the room data as for the meeting time string in the schedule for a section.

Standard Section Scheduling Patterns

The scheduling pattern guidance in this enclosure applies to courses offered during fall and spring semesters. These standard patterns mesh well with each other; non-standard patterns generally do not. The use of non-standard schedules must be approved by the Associate Dean for Academic Affairs (ADAA).

For summer school courses, please consult the ADAA for course-specific guidance.

Courses with Lectures only – Standard Scheduling Patterns

Course Credits	Standard Section Schedules
1-0-1	Mx Tx Wx Rx Fx
2-0-2	MWx MFx WFx TRx
3-0-3*	MWFx* TRz*
4-0-4	MTWFx (when x is odd) MWRFx (when x is even)

*Notation: x = period 1, 2, 3, 4, 5, or 6
and z = period 8, 9, or 10.*

** Three-credit, 3-0-3 courses are some of the most common courses. Note that there are six ways to schedule a MWFx section (MWF1, MWF2, ..., or MWF6), while there are only three ways to schedule a TRz section (TR8, TR9, or TR10). Therefore, departments should limit the number of TRz sections to about one-third of their 3-0-3 course offerings. Departments should also ensure course sections are reasonably distributed among all of their offerings (e.g., core courses should not be offered exclusively as MWFx and elective courses should not be offered exclusively as TRz).*

Courses with Lectures and Laboratories - Standard Scheduling Patterns

Credits for courses with laboratories are usually 1-2-2, 2-2-3, or 3-2-4 and are simply the sum of 1-0-1, 2-0-2, or 3-0-3 lecture/recitation schedules with a 0-2-1 component added, usually in a separate space.

Since laboratories are normally conducted in rooms separate from the classrooms, the scheduling of laboratory courses may not fit a standard pattern, but the following scheduling patterns shall be followed whenever possible.

Credits	Schedules			
1-2-2	M1,T12	W1,T12	F1,T12	
	M2,R12	W2,R12	F2,R12	
	M3,T34	W3,T34	F3,T34	
	M4,R34	W4,R34	F4,R34	
	M5,T56	W5,T56	F5,T56	
	M6,R56	W6,R56	F6,R56	
2-2-3	MW1,T12	MF1,T12	WF1,T12	TRxy*
	MW2,R12	MF2,R12	WF2,R12	MWxy*
	MW3,T34	MF3,T34	WF3,T34	MFxy*
	MW4,R34	MF4,R34	WF4,R34	WFxy*
	MW5,T56	MF5,T56	WF5,T56	(*x is odd, y=x+1 and is even, but note that these patterns are not normally preferred)
	MW6,R56	MF6,R56	WF6,R56	
3-2-4	MWF1,T12			
	MWF2,R12			
	MWF3,T34			
	MWF4,R34			
	MWF5,T56			
	MWF6,R56			

Standard Notation for Section Numbering

Section numbering guidance. Each offered course section should normally have a 4-digit numeric designator, e.g., “1001” or “0101”. The following guidance applies.

- a. Regular Semester Section Numbering for Lecture-Only Courses. Typically, the first digit of a section number is the period during which the lecture is scheduled. For 8th, 9th or 10th period classes, the first *two* digits of the section number should be “12,” “34,” or “56,” respectively. The last digit is “1” for a single section course; additional sections offered at the same time(s) are then numbered sequentially “2,” “3” and so forth.

Examples:

Meeting Times	Section Number	... means that the section meets
MWF3	3001	3 rd period
MWF3	3002	3 rd period, and there is another section of the same course also scheduled during 3 rd period (section 3001)
MTWF5	5001	5 th period
MWRF6	6001	6 th period
TR8	1201	8 th period
TR9	3401	9 th period
TR10	5601	10 th period
TR10	5602	10 th period, and there is another section of the same course also scheduled during 10 th period (section 5601)

- b. Regular Semester Section Numbering for Lecture and Lab Courses. Typically, the first digit of a section number is the period during which the lecture is scheduled (for 8th, 9th or 10th period, use 1, 3, or 5, respectively). The second digit indicates the period during which the lab is scheduled to begin (e.g., if the lab is 12, use 1). The third digit indicates the day of the week of the lab meets (M=1, T=2, W=3, R=4, F=5). The last digit is “1” for a single section course; additional sections offered at the same time(s) are then numbered sequentially “2,” “3,” and so forth.

Examples:

Meeting Times	Section Number	... means that the section meets
MWF5,T56	5521	5 th period, with a lab that begins 5 th period on Tuesdays
MW6,R56	6541	6 th period, with a lab that begins 5 th period on Thursdays
MW6,R56	6542	Same as above, but is the second section with that particular scheduling pattern (i.e., there is a 6541 section)

- c. Summer School Section Numbering. Summer school courses should similarly have a 4-digit section designator. For summer school courses, the first two digits indicate the block number ("01" for first block, "02" for second block, or "03" for third block), and the last two digits are "01" for the first section, "02" for the second section of the same course during the same block, and so forth.

Examples:

Section Number	... means that the section meets
0201	During summer school block 2
0202	During summer school block 2, and there is another section scheduled during that block as well (section 0201)
0301	During summer school block 3

- d. By Arrangement Meeting Time Sections. Sections whose meeting times are "ByArrangement" should be numbered with the pattern 99xy, where xy is typically "01" for the first section, "02" for the second section, and so forth.