

# Timetabling – Approved Forcible Time Deliveries

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Requests for forced scheduling will be considered on a limited basis and must be submitted with clearly articulated reasons for the request. Only approved forcible deliveries will be processed by the Academic Scheduling Center.

## Guidelines

To ensure maximum room utilization and maximum availability for students, departments must adhere to the following guidelines when forcing times.

- 1) Whenever possible the delivery must be forced on pattern
- 2) Whenever possible the delivery must not cross the time blocks
- 3) Whenever possible the delivery must start and/or end on pattern
- 4) The reason for the forced time must be submitted in the Time Requirements Note when submitted via the DCU

## Approved Forcible Deliveries

- 1) Weekend Deliveries – There are no existing subsets of our approved time patterns that have a Friday evening or weekend component. Any KC deliveries which occur on a Saturday or Sunday may be forced. Any deliveries which occur on a Friday evening may be forced.
- 2) Extended Deliveries – Studio, Clinical, Lab, Workshop and special deliveries which last more than three hours may be forced.
- 3) External Influence Deliveries – Deliveries with an external influence may be forced when the days and times are set for that delivery based on factors outside of the control of the university. These include deliveries:
  - At foreign sites
  - In non-academic space such as Ice Arena or SWRC
  - Consortiums
  - Medical facility clinical experiences
  - Performance deliveries with public participation/audience
  - Coordinated across universities or primary/secondary school systems
- 4) Graduate Programs with 2 year Scheduling Cycles – Graduate programs with published 2-year scheduling cycles may force the documented evening deliveries. These 2-year plans must be submitted to the Office of the University Registrar.