

# Non-Standard Meeting Pattern Process

**Step 1:**

Professors send in their course offerings and time preferences to Admins.

These preferences are then compared to the Standard Meeting Pattern (SMP). If they do not meet the SMP requirements, listed below, the professor should be notified. Professors will be asked to provide extenuating circumstances that require the scheduling of their course outside of SMP.

Standard Meeting Times							
MWF		TR		MW		T-F	
55 minutes		80 minutes		85 minutes		165	
Start	End	Start	End	Start	End	Start	End
8:00 AM	8:55 AM	8:00 AM	9:20 AM				
9:05 AM	10:00 AM	9:30 AM	10:50 AM				
10:10 AM	11:05 AM	11:00 AM	12:20 PM				
11:15 AM	12:10 PM	No Scheduling					
12:20 PM	1:15 PM	2:00 PM	3:20 PM	2:30 PM	3:55 PM		
1:25 PM	2:20 PM	3:30 PM	4:50 PM	4:05 PM	5:30 PM		
		5:30 PM	6:50 PM	5:40 PM	7:05 PM	5:00 PM	7:45 PM
		6:00 PM	7:20 PM	6:00 PM	7:25 PM	6:00 PM	8:45 PM
		7:00 PM	8:20 PM	7:00 PM	8:25 PM		
		8:00 PM	9:20 PM	8:00 PM	9:25 PM		

\*Blue highlighted time blocks are considered night classes

**Step 2**

After receiving an applicable circumstance, the Admin will then initiate the Non-Standard Meeting Pattern Approval Process.

The professor’s reasoning will be shared with The College Dean, Department Admin and Academic Affairs. Each of these departments will need to acknowledge their approval of the course’s meeting by replying to the thread.

Once all approvals have been completed the thread will then be forwarded to [AcademicScheduling@uttyler.edu](mailto:AcademicScheduling@uttyler.edu) for records purposes. Once received by Academic Scheduling the course will be approved to schedule.

**Note:** The goal of this process is to reduce the number of Non-Standard Meeting Pattern courses offered in a semester. We want to be considerate of our professor’s time, but we are also attempting to improve our Space Utilization Score by making more rooms available across more time slots.

