
MEMORANDUM

TO: Deans, Directors, Department Chairs, and Faculty

FROM: James M. Palmer 
Provost and Senior Vice President for Academic Affairs

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Director of Digital Education

DATE: July 31, 2026

SUBJECT: Academic Scheduling Guidelines Effective Spring 2027

As we continue to advance efforts to be a student-ready university, our academic scheduling processes will place greater emphasis on supporting student success by improving access to required courses, promoting timely degree progression and graduation, making effective use of instructional academic spaces, the timing of offerings, and institutional resources. The following will be observed effective **Spring 2027** moving forward.

Standard Days / Times Meeting Patterns

Departments will schedule courses using Texas A&M University-Kingsville's (TAMUK) approved standard days/times meeting patterns. Non-standard scheduling practices that reduce classroom efficiency and limit student scheduling access due to schedule conflicts will not be approved unless they fall under general categories of coursework such as labs, ensembles, internships, clinicals, or practicums that seriously consider potential course conflicts with other courses. Requests for exceptions will be sent directly from the department chair or dean to the provost for approval.

Course Scheduling Priorities

Prime time courses are those scheduled between the hours of 9 a.m. and 3 p.m. on MWF or 9:30 a.m. and 3:15 p.m. on TR. Departments should maintain a balance of courses both in and outside of prime time to meet student needs. This means a concerted effort to offer courses between 8 a.m. and 9 a.m. and 3 p.m. and 6 p.m. must be made to ensure scheduling conflicts are limited and space-utilization is optimized. Until we have strong analytics to determine a precise balance and course spread, departments are to strive for 30% to 40% of coursework offered outside of prime time. Dual Credit courses would fall typically between 8 a.m. and 1 p.m. and would not be subject to moving out of primetime hours.

Cross-Listed Courses

Cross-listing a course takes place when a single course is offered under two or more department codes or course prefixes and numbers, but students attend the same lectures, are assigned and complete the same coursework, and earn the same credit. These courses must be largely alike (title, general course description, and credit requirements), though not identical, with the exception of the course prefix, and sometimes the course number.

Cross-Level (or Stacked) Courses

Cross-leveled courses are sometimes referred to as stacked courses. While cross-leveling 4000- and 5000-level courses are generally acceptable, cross-leveling 3000-level courses with 5000-level courses or 4000-level courses with 6000-level courses should be options in rare cases and only after their differences in academic rigor and prerequisite expectations have been examined by the chair and dean. When not already approved by the Graduate and Undergraduate Councils, cross-leveled requests must be approved by the department chair and dean.

Non-Academic Spaces

Sometimes room changes are made during the semester to non-Ad Astra assigned spaces. The Center for Academic Technology (CAT) does not support the technology in areas outside of rooms assigned in Ad Astra. These spaces are also not eligible for classroom refreshes and are the responsibility of their respective departments. If needed, current non-academic spaces can be activated in Ad Astra following review. Reach out to CAT for further information.

Instructor Load Adjustments

Moving students between course sections solely to balance or create an instructor's teaching load is not permitted, unless done to meet specialized accreditation requirements. Enrollment changes should be based on academic and student-centered needs rather than faculty workload considerations. Low enrolled sections of the same course should be merged with other sections or canceled unless approved according to the TAMUK low enrolled class approval process in Laserfiche.

Section 600: Online Synchronous Courses

A synchronous course delivered online through live, real-time instruction at regularly scheduled meeting times shall be designated as section 600 with stated dates and times listed for students to see. Students and instructors in this coursework interact simultaneously using approved web conferencing (Zoom), creating a virtual classroom experience with discussion boards where appropriate, writing assignments, groups, and assessments. All course materials must be housed in the university's official Learning Management System (LMS), Blackboard, to ensure student access and continuity of instruction. Live sessions may be recorded and made available within the LMS for student reference.

Section 500

Beginning Spring 2027, TAMUK will discontinue the use of section 500 courses to align with the updated definitions of the Texas Higher Education Coordinating Board (THECB). Per the new definitions, hybrid is the closest to a section 500 (which is section 900). Colleges (such the College of Business Administration) may require more face-to-face instructional time than the minimum permitted under the THECB definition. Faculty need to consult with their College for details.

Thank you for your cooperation in advancing a student-centric academic scheduling environment to support every Javelina. We will continue to update and refine these guidelines as we respond to student needs and performance-based metrics.