

## Standard Class Time

	Monday		Tuesday		Wednesday		Thursday		Friday	
	50 minutes	75 minutes	50 minutes	75 minutes	50 minutes	75 minutes	50 minutes	75 minutes	50 minutes	75 minutes
8am	8-8:50am		8-8:50am	8-9:15am	8-8:50am	8-9:15am	8-8:50am	8-9:15am	8-8:50am	8-9:15am
9am	9-9:50am		9-9:50am		9-9:50am		9-9:50am		9-9:50am	
10am	10-10:50am		10-10:50am	9:30-10:45am	10-10:50am	9:30-10:45am	10-10:50am	9:30-10:45am	10-10:50am	9:30-10:45am
11am	11-11:50am		11-11:50am	11-12:15pm	11-11:50am	11-12:15pm	11-11:50am	11-12:15pm	11-11:50am	11-12:15pm
12pm	12-12:50pm		12-12:50pm		12-12:50pm		12-12:50pm		12-12:50pm	
1pm	1-1:50pm	12:30-1:45pm	1-1:50pm	12:30-1:45pm	1-1:50pm	12:30-1:45pm	1-1:50pm	12:30-1:45pm	1-1:50pm	12:30-1:45pm
2pm	2-2:50pm	2-3:15pm	2-2:50pm	2-3:15pm	2-2:50pm	2-3:15pm	2-2:50pm	2-3:15pm	2-2:50pm	2-3:15pm
3pm			3-3:50pm		3-3:50pm		3-3:50pm		3-3:50pm	
4pm	Staff/Faculty/Student Meetings Exception must be approved by CAA		4-4:50pm	3:30-4:45pm	4-4:50pm	3:30-4:45pm	4-4:50pm	3:30-4:45pm	4-4:50pm	3:30-4:45pm
5pm	5-5:50pm	5-6:15pm	5-5:50pm	5-6:15pm	5-5:50pm	5-6:15pm	5-5:50pm	5-6:15pm	5-5:50pm	5-6:15pm
6pm										
Block Courses ending after 6:30pm must be approved by CAA										

## Scheduling Rules

1. To reserve time for the regularly scheduled College Faculty Meeting and other needed meetings of faculty and students, classes will not normally be scheduled on Monday between 3:30 pm to 4:45 pm. The Committee on Academic Affairs must approve any exceptions to this rule.
2. Classes that meet twice a week (75-minute classes or block classes) may be scheduled starting at 12:30 pm on MW and MF or any available time slot on WF and TR. Twice a week configurations other than the approved MW, MF, WF or TR are not allowed (e.g. MT, TW, WR).
3. Classes that meet three times a week must meet on the MWF schedule.
4. Block classes are those classes that normally meet longer than 50/75 minutes. Block classes (e.g., labs, seminars, studio classes) should be scheduled so that they occupy the fewest number of class periods. Block classes may be scheduled at any time in the standard schedule; however, CAA should approve any block class that ends after 6:30, since such a configuration may conflict with evening classes.
5. One-credit classes that meet twice a week for part of the term may be scheduled in any 50-minute slot on MW, MF, WF, TR.
6. One-credit classes that meet one time per week for the entire term may use any 50-minute time slot.

Petitions for exemptions to these rules must be submitted to the Committee on Academic Affairs. The appropriate department chair must first approve such petitions.

## Scheduling Guidelines

In scheduling classes, department chairs should aim for an even distribution of classes from 9:00/9:30-4:45, with use of the 8:00 slot for high demand classes and/or according to faculty preference. Before scheduling multiple classes at the same time, department chairs should attempt to schedule these classes throughout the class day.

Departments are reminded that the 5:00 – 6:15 time slot is available to use as needed. It is expected that labs, seminars, and studio classes will continue into this time period.

The 9:00 – 9:50 and the 12:00 – 12:50 time slots each overlap with two 75 minute class times. To avoid student-scheduling problems and competition for classroom resources, the 12:00 – 12:50 50-minute slot should only be used for courses with high demand and that have multiple sections. The 9:00 – 9:50 50-minute slot should be less problematic, but it too should be used cautiously. (Scheduling MWF classes at those times is better than 4- or 5-day classes.)

The schedule allows a combination of 75-minute and 50-minute meeting times (all class meetings begin at the start of the 75-minute slot). For example, a class that has met four times a week for 50 minutes can be reconfigured to meet twice for 75 minutes, and once for 50 minutes. However, because this combination of 75 and 50 minutes results in a 3-day configuration, the meets must occur on MWF.

4-day and 5-day classes may meet in any time slot throughout the day (except Monday 3:30-4:45). Friday meeting times are encouraged. Departments that offer classes on these schedules are allowed to establish their own policies regarding Friday class meetings.

Required courses should be distributed within the class day so that all students will have access to them. It is common for athletes to need to finish their class day by 2 pm. Hence,

- Departments that offer two or more sections of the same class are encouraged to offer at least one section before 2:00 pm;
- A course required by a major should be scheduled before 2:00;
- Courses taught on a regular basis (e.g., every year) should be taught before 2:00 pm at least every other time.