

## Fourteen Week Semester Class Scheduling Policies (Effective Fall 2017)

The primary objectives of the class scheduling policies are the following:

- a. To allow students flexibility and opportunity in scheduling classes, labs, studios, etc. offered by different departments or colleges by minimizing the possibility of scheduling conflicts.
- b. To efficiently utilize teaching spaces throughout the entire class-day and week.

The following policies guide class scheduling:

- 1. Follow Standard Patterns and Time-blocks: Classes are required to meet in an approved scheduling pattern and time-blocks based upon the “Standard Time-block Model”. (See page 3 of this document.)**
  - a. Exceptions are requested by submitting the “Exception to Standardized Start/Stop Times” form, which requires the Department Chair, Scheduling Officer, Dean, and Registrar’s Office approval. This form is available via the Registrar’s Office main web page and from your scheduling officer.
  - b. Studios and labs, which must occur beyond the standard time-blocks, are permitted and are not considered exceptions. However, they are required to start at the beginning of an approved time-block.

**Standard Patterns and Time-blocks** (refer to “Standard Time-block Model” for specific start and end times for each scheduling time-block):

<b>Pattern 1</b>	Monday, Wednesday, Friday, 55 minute periods, starting at 8:00 a.m. with 10 minute pass intervals.
<b>Pattern 2</b>	Tuesday, Thursday, 80 minute periods, starting at 8:00 a.m. with 10 minute pass intervals, continuing through the evening. Note: Evening begins at 5:30 p.m.
<b>Pattern 3</b>	Four and Five day options, 55 minute periods, starting at 8:00 a.m. with 10 minute pass intervals. Note: Start times are similar to Pattern 1, however starts do not include every hour of the day. Please see the “Standard Time-block Model” for specific options.
<b>Pattern 4</b>	Monday or Wednesday or Friday, 55 minute periods, starting at 8:00 a.m. Note: Start times are similar to Pattern 1. This pattern is for 1 or 2 credit courses. 1 credit courses may use Monday or Wednesday or Friday, 55 minute periods. Two credit courses may use any two days (MW, WF, or MF), 55 minute periods. Two credit courses may not use two consecutive 55 minute periods before 5:30 p.m.
<b>Pattern 5</b>	Monday and Wednesday, 80 minute periods starting at 3:35 p.m.
<b>Pattern 6</b>	Evening, three-hour block, any day of the week, except Friday, starting at 5:30 p.m.
<b>Patterns 7-10</b>	These patterns represent consecutive 2 or 3 hours day-time blocks to be used for labs or studios only.

Classes that meet standard scheduling patterns will receive scheduling priority. In most cases preference will be given to patterns 1 & 2.

The following table should be used to determine which Standard Patterns are to be used for each class contact hour amount for lectures:

<b>Class Contact Hours</b>	<b>Available Meeting Patterns</b>	<b>Notes</b>
<b>1 hour</b>	1, 3 or 4	Match up with other 1 or 2 credit classes to fill room for corresponding days in the same room and time block.
<b>2 hours</b>	1, 3 or 4	Day-time classes that meet for 55 minutes, two days per week, must be scheduled on Tuesdays and Thursdays adhering to the standardized time patterns <b>or</b> a combination of MW or WF when paired with a single day one contact-hour course to fulfill the three day meeting pattern. Evening may also be used for two consecutive hours.
<b>3 hours</b>	1, 2, 5 or 6	Must follow these standard patterns.
<b>4 hours</b>	1 or 3	One option is for two hours (or back to back slots) scheduled at the start time of the regular MWF class periods, using MW, WF, or MF. A second option is 55 minutes each, four days a week, following the approved start class times.
<b>5 hours</b>	1, 2, 3, 5 or 6	May use two back to back slots scheduled at the start time of the regular MWF or TR class periods. A second option is 55 minutes each, five days a week, following the approved start class times. A third option is to use two evenings.
<b>6 hours</b>	1, 2, 5 or 6	Must follow these standard patterns. If using Pattern 1 or 2 use two, back-to-back slots.

- 2. Classes will be distributed among all class days and balance between prime-time and non-prime-time.**
  - A. Each college will be required to balance day-time offerings of lectures between MWF and TR, with 55% of offerings on MWF and 45% on TR.
  - B. Each college will be required to have a minimum of 14% of day-time offerings at 8:00 a.m. (*There are two standard 8:00 a.m. patterns (8-8:55 MWF and 8-9:20 TR) of the 14 total day-time patterns.*)
- 3. Each college will be required to schedule 20 hours a week in college controlled conference rooms.**
- 4. Classes with five or fewer students will not be scheduled in a general purpose classroom in prime time. (10:00 a.m. to 4:00 p.m.)**

