

Semester Class Scheduling Policies (Effective Fall 2013)

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.

A primary tool to achieve these objectives is to follow a standard set of scheduling patterns with compatible start and ending times. Additional policies, as described in this document, will also need to be implemented in support of these objectives.

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 downloading the “Request for Exception to Standard Pattern” 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.
- 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): *Note: As a reminder, there is no official student activity period.*

Pattern 1 Monday, Wednesday, Friday, 50 minute periods, starting at 8:00 a.m. with 10 minute pass intervals, ending at 4:50.

Pattern 2 Tuesday, Thursday, 75 minute periods, starting at 8:00 a.m. with 15 minute pass intervals, continuing through the evening.

Pattern 3 Four and Five day options, 50 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 “Standard Time-block Model” for specific options.*

Pattern 4 Monday or Wednesday or Friday, 50 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, 50 minute periods. Two credit courses may use any two days (MW, WF, or MF), 50 minute periods. Two credit courses may not use two consecutive 50 minute periods before 5:00 p.m.*

Pattern 5 Monday and Wednesday, 75 minute periods starting at 5:00 p.m.

Pattern 6 Evening, three-hour block, any day of the week, starting at 5:00 p.m.

Patterns 7a-7c These patterns represent consecutive 2 or 3 hours day-time blocks to be used for labs or studios only.

Pattern 8 Saturday is available for scheduling and can be used as needed with no restrictions on the number of time-blocks used. (We generally recommend starting classes on the hour, but other starts will be permitted.)

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:

Class Contact Hours	Available Meeting Patterns	Notes
1 hour	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.
2 hours	1, 3 or 4	Day-time classes that meet for 50 minutes, two days per week, must be scheduled on Tuesdays and Thursdays adhering to the standardized time patterns or 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.
3 hours	1, 2, 5 or 6	Must follow these standard patterns.
4 hours	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 50 minutes each, four days a week, following the approved start class times.
5 hours	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 50 minutes each, five days a week, following the approved start class times. A third option is to use two evenings.
6 hours	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 the offerings of lectures between MWF and TR, with 60% of offerings on MWF and 40% on TR.
- B. Each college will be required to have a minimum of 12% of day-time offerings at 8:00 a.m. *There are 2 standard 8:00 a.m. patterns (8-8:50 MWF and 8-9:15 TR) of the 15 total day-time patterns or 13%. 12% is a reasonable target.*
- C. Each college will be required to have a minimum of 20% of lectures offered at 5:00 p.m. or later or on-line. There are six standard evening time patterns, about 28% of all available standard time-patterns, 20% is a reasonable target.

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.)

	Pattern 1	Pattern 2	Pattern 3	Pattern 4	Pattern 5	Pattern 6	Pattern 7a	Pattern 7b	Pattern 7c	Pattern 8	
	MWF 50 minute classes: 10 minute pass 3 days/week	TR 75 minute classes: 15 minute pass 2 days/week	MTWRF or TWRF 50 minute classes: 4 or 5 days/week	M,W,F 1 or 2 Credit Courses 50 minute classes: Any 1 or 2 days MWF	MW 75 Evening	Evenings 1 day per week for 3 hours (Any day, except Friday)	Lab/Studio 3 hour options Any Day of the Week	Lab/Studio 2 hour options Mon or Wed or Friday	Lab/Studio: 2 hour options Tues or Thurs.	Saturday (all meeting patterns are permitted)	
8:00	8:00-8:50	8:00-9:15	8:00-8:50	8:00-8:50			8:00-10:50	8:00-9:50	8:00-9:50	8:00-8:50	8:00
:15											:15
:30											:30
:50											:50
9:00	9:00-9:50			9:00-9:50						9:00-9:50	9:00
:15											:15
:30		9:30-10:45									:30
:50											:50
10:00	10:00-10:50		10:00-10:50	10:00-10:50				10:00-11:50		10:00-10:50	10:00
:15											:15
:30											:30
:50											:50
11:00	11:00-11:50	11:00-12:15	11:00-11:50	11:00-11:50			11:00-1:50		11:00-12:50	11:00-11:50	11:00
:15											:15
:30											:30
:50											:50
12:00	12:00-12:50			12:00-12:50				12:00-1:50		12:00-12:50	12:00
:15											:15
:30		12:30-1:45									:30
:50											:50
1:00 PM	1:00-1:50		1:00-1:50	1:00-1:50						1:00-1:50	1:00 PM
:15											:15
:30											:30
:50											:50
2:00 PM	2:00-2:50	2:00-3:15	2:00-2:50	2:00-2:50			2:00-4:50	2:00-3:50	2:00-3:50	2:00-2:50	2:00 PM
:15											:15
:30											:30
:50											:50
3:00 PM	3:00-3:50			3:00-3:50						3:00-3:50	3:00 PM
:15											:15
:30		3:30-4:45									:30
:50											:50
4:00 PM	4:00-4:50		4:00-4:50	4:00-4:50				4-6 lab/studio	4-6 lab/studio	4:00-4:50	4:00 PM
:15											:15
:30											:30
:50											:50
5:00 PM	SEE MW Evening Pattern 5	5:00-6:15	5:00-5:50		5:00-6:15	5:00-7:50	5:00-7:50	5:00-6:50	5:00-6:50		5:00 PM
:15			Evening Begins								:15
:30			Any 3 or 4 Days								:30
:50											:50
6:00 PM		6:30-7:45	6:00-6:50		6:30-7:45						6:00 PM
:15			Evening Begins								:15
:30											:30
:50											:50
7:00 PM			7:00-7:50								7:00 PM
:15											:15
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8:00 PM		8:00-9:45	8:00-8:50		8:00-9:45	8:00-10:50					8:00 PM
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