

UNDERGRADUATE STANDARD MEETING TIME POLICY

The University has standard course scheduling meeting times consisting of several one-hour meeting times on Monday (M), Wednesday (W), and Friday (F), and one and one-half hour meeting times on Tuesday (T) and Thursday (TH).

STANDARD TIMELINES

• MWF

Class Begins	Ends (10 mins. prior to)
8:00	9:00
9:00	10:00
10:00	11:00
11:00	12:00 noon
12:00 noon	1:00
1:00	2:00
2:00	3:00

• TTH

Class Begins	Ends (15 mins. prior to)
8:00	9:30
9:30	11:00
11:00	12:30
12:30	2:00
2:00	3:30
3:30	5:00
5:00	6:30

To optimize classroom space and to allow for easier student registration scheduling, **courses should be offered using standard timelines**, especially when meeting in General Purpose Classrooms (GPCs). **All other meeting day/time combinations are considered non-standard.**

The college understands that due to pedagogical reasons or building usage constraints that standard timelines may be inappropriate for certain classes. In order to maintain optimal classroom usage, the academic unit should follow the policies below when non-standard timelines (NSTs) are being scheduled for undergraduate courses. **Failure to meet the guidelines may result in cancellations or in CSUs being returned.**

- **Reminder: All classes held in GPCs count toward your classroom allocation and non-standard timelines are scheduled by the Registrar after all standard-time classes**

NSTs *may* be scheduled (without petition) with start times between the hours of 8:00 a.m. and 5:00 p.m. as long as **the following guidelines are adhered to:**

1. NSTs may account for **no more than 25%** of a unit's total undergraduate course offerings, including evening hours.
2. Three-hour block times should be used sparingly and may not be offered starting before 2pm on M, W, Fs, or before 3:30pm on T, THs.
3. MW/WF classes, if offered, should be scheduled accordingly:

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Class Begins	Ends (15 mins. prior to)
8:30	10:00
10:00	11:30
11:30	1:00
1:00	2:30
2:30	4:00
4:00	5:30

Graduate Courses: Are not subject to the undergraduate standard meeting time policies.