

Standard Meeting Patterns

Approved by the Office of the Provost January 2020

In order to minimize class conflicts for students and maximize classroom utilization, classes must use standard times, listed below, unless approved by the Provost's Office.

STANDARD MEETING PATTERNS - FALL/SPRING			
50 Minutes, 3 Days/Week			
MWF	8:00-8:50		
MWF	8:30-9:20		
MWF	9:30-10:20		
MWF	11:00-11:50		
MWF	12:30-1:20		
MWF	2:00-2:50		
75 Minutes, 2 Days/Week MW/TR/MF/WF			
MW/TR/MF/WF	8:00-9:15	MW/TR/MF/WF	3:30-4:45
MW/TR/MF/WF	9:30-10:45	MW/TR/MF/WF	4:00-5:15
MW/TR/MF/WF	11:00-12:15	MW/TR/MF/WF	5:30-6:45
MW/TR/MF/WF	12:30-1:45	MW/TR/MF/WF	6:55-8:10
MW/TR/MF/WF	2:00-3:15	MW/TR/MF/WF	8:20-9:35
2 Hours 30 Minutes, 1 Day/Week			
M/T/W/R/F	2:00-4:30	F	8:00-10:30
M/T/W/R/F	5:30-8:00	F	9:30-12:00
M/T/W/R/F	6:55-9:35	F	11:00-1:30
		F	12:30-3:00

Non-Standard Meeting Patterns

- Departments must have approval of the Provost's Office in order to schedule a class at a non-standard time.
- Any variation on the evening schedule requires approval of the Provost's Office and will be based on advanced computer room availability.
- Specialized programs may require alternate meeting patterns to be approved by the Provost's Office.
- A class which meets longer than the standard meeting time or that follows a non-standard meeting pattern must not cross more than two 75-minute standard class times. Example:
Allowable: Monday 8:00-10:45 crosses Monday/Wednesday 8:00-9:15 and 9:30-10:45.
Not Allowed: Monday 9:00-11:45 crosses Monday/Wednesday 8:00-9:15, 9:30-10:45, and 11:00-12:15.

- A class scheduled one day per week must be paired with another class of similar size on the opposite day of the week, unless it's after 5:00 P.M. This allows full utilization of the classrooms. Example: Monday 2:00-4:30 should be paired with Wednesday 2:00-4:30.
- Classes will be allowed to meet four or five days per week if pedagogically necessary.
- Five credit hour courses require 250 minutes of instructional time per week with an additional 10-15 minute break built-in if they meet for 2.5 hours or more. Five credit hour courses must use the standard start times and may not cross more than two 75-minute standard class times.
- Five credit hour courses meeting two or three evenings per week must begin on or after 5:30 p.m. and five credit hours courses meeting one day per week must begin on or after 2:00 p.m.

Level Scheduling Guidelines

Primetime Scheduling

- “Primetime” is defined as Monday through Thursday from 11:00 a.m. to 2:00 p.m.
- No more than 50% of each department's sections can be scheduled during Primetime.
- If the department schedules 10 or fewer sections for the semester, they must have no more than 65% of their sections during Primetime.

Balanced Scheduling

- At least 50% of each department's sections at the 1000 or 2000 level must be scheduled with a meeting pattern that includes Friday (Ex. MWF, WF, MF).
- For cross-listed or combined sections, the department “owning” the course (i.e. the department in which the Primary instructor belongs) counts it toward their percentages.
- “ARR” meeting patterns are only allowed on courses that are independent in nature, and have no need for a general purpose classroom.

Classroom Assignments

- Classes using standard meeting patterns will be given priority over those using non-standard meeting patterns.
- Classes are assigned to rooms based on seating capacity and maximum enrollment.
- Room requests based on health reasons will be given priority.
- Room requests based on pedagogical reasons will be considered, but cannot be guaranteed.