

ACADEMIC AFFAIRS POLICY LETTER

October 17, 2002

02:3

Course Scheduling

The scheduling of classes for fall and winter semesters must follow the approved matrix:

	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:50 am		8:00 -		8:00 -	
9:00 - 9:50 am		9:15 am		9:15 am	
10:00 - 10:50 am		9:30 -		9:30 -	
		10:45 am		10:45 am	
11:00 - 11:50 am		Campus Meeting Time		Campus Meeting Time	
12:00 - 12:50 pm		12:00 -		12:00 -	
1:00 - 1:50 pm		1:15 pm		1:15 pm	
2:00 - 2:50 pm		1:30 -		1:30 -	
		2:45 pm		2:45 pm	
3:00 - 3:50 pm		3:00 -		3:00 -	
		4:15 pm		4:15 pm	
4:00 - 4:50 pm		4:30 -		4:30 -	
5:00 - 5:50 pm		5:45 pm		5:45 pm	
6:00 - 6:50 pm		6:00 -		6:00 -	
		7:15 pm		7:15 pm	
7:00 - 7:50 pm		7:30 -		7:30 -	
		8:45 pm		8:45 pm	
8:00 - 8:50 pm					
9:00 - 9:50 pm					

Campus meeting times are on Tuesday and Thursday at 11:00 a.m. No classes will be scheduled during this time.

Course offering configurations starting at 3:00 p.m. do not have to follow the Monday-Wednesday-Friday 50-minute timeframe, or the Tuesday-Thursday 75-minute timeframe.

Classes will not run later than 10:30 p.m.

The dean of the appropriate college must approve exceptions to this matrix.

When classes are scheduled in blocks of two hours or more, accommodations for a 10-minute break for each two-hour time block must be included.

All classes must be scheduled within the approved session dates for each semester and not be offered across semesters. The approved session dates can be found in the on-line schedule book. The Vice President for Academic Affairs must approve any exceptions.

Prior to early registration, all courses scheduled both on and off campus must include days and times the classes will meet. The dean of the appropriate college must approve any exceptions.