Standard Meeting Patterns

Approved by the Office of the Provost May 2023

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/WF**				
MW/TR/WF	8:00-9:15		MW/TR/WF	3:30-4:45
MW/TR/WF	9:30-10:45		MW/TR/WF	4:00-5:15
MW/TR/WF	11:00-12:15		MW/TR/WF	5:30-6:45
MW/TR/WF	12:30-1:45		MW/TR/WF	6:55-8:10
MW/TR/WF	2:00-3:15		MW/TR/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.
- 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.

- 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.
- Arranged ("ARR") meeting patterns are only allowed on courses that are independent in nature, and have no need for a general purpose classroom.

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 departments on-campus sections can be scheduled during Primetime.
- If the department schedules 10 or fewer on-campus sections for the semester, they must have no more than 65% of their sections during Primetime.

Classroom Assignments

- Classes using standard meeting patterns will be given priority over those using non-standard meeting patterns for all generally assigned classrooms, including advanced computer rooms, Learning Studios, and rooms designated as HyFlex.
- Classes are assigned to rooms based on seating capacity and maximum enrollment.
- Room requests based on accommodations due to medical conditions or disabilities, documented through HR, will be given priority.
- Room requests based on pedagogical reasons will be considered, but cannot be guaranteed.