

99-24

November 24, 1999

### Class Scheduling

(This policy supercedes P.S. 97-08)

This policy was recommended by the Academic Senate on October 14, 1999 and approved by the President on November 1, 1999.

1.000 An instructional hour is defined as, and shall be limited to, 50 minutes. Therefore, a 90-minute class will meet for 1 hour, 15 minutes; a 2-hour class for 1 hour, 40 minutes; and a 3-hour class for 2 hours, 30 minutes, etc. In 60-minute and 90-minute classes, the instructional time of 50 minutes and 75 minutes, respectively, is followed by a break of 10 minutes and 15 minutes, respectively, to allow students to walk to their next classes. Classes scheduled for a time block longer than 90 minutes have one break approximately in the middle of their schedule meeting time and a second break at the end. The Schedule of Classes lists the instructional time for all classes, but does not display the break that should be allowed in the middle of classes meeting for longer than 75 instructional minutes.

2.000 Lecture and lecture/discussion classes may be scheduled on the hour from (9:00 a.m. until 5:00 p.m. on Monday, Wednesday, and Friday. Large lecture classes (i.e., those classes scheduled in lecture rooms seating 88 or more) scheduled between 8:00 a.m. and 11:00 a.m. on Monday, Wednesday, and Friday may only begin on the hour. See paragraph 7.000, below, for noon hour limitations.

3.000 Lecture and lecture/discussion classes may be scheduled every 90 minutes from 8:00 a.m. until 5:00 p.m. on Monday and Wednesday with uniform starting times of 8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00 p.m., and 3:30 p.m. See paragraph 7.000, below, for noon hour limitations.

3.100 If lecture or lecture/discussion classes are scheduled in 90-minute or 3-hour blocks between 8 a.m. and 2:00 p.m. on Monday and/or Wednesday, Friday-only classes must also be scheduled for an equal number of units but may be scheduled in later time periods. The Friday-only classes may not be canceled unless an equal number of Monday-Wednesday classes in the 8:00 a.m. to 2:00 p.m. time block are also canceled. Colleges that fail to observe this requirement will not be permitted to schedule Monday-Wednesday classes in the next two regular semesters.

4.000 Lecture and lecture/discussion classes may be scheduled every 90 minutes from 8:00 a.m. until 5:00 p.m. on Tuesday and Thursday with uniform starting times of 8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00 p.m., and 3:30 p.m.

5.000 On Monday through Thursday evenings, lecture and lecture/discussion classes may be scheduled as follows: (a) in 60-minute, 90-minute, or 4-hour blocks commencing at 5:30 p.m.; (b) in 2-hour blocks commencing at 5:00 p.m.; and (c) in 3-hour blocks scheduled to end or to begin at 7:00 p.m. If scheduled to begin at any other time, they must be coordinated by the college with the meeting times of other classes so that rooms are not forced to be left vacant on other evenings of the week or during the preceding or succeeding time periods.

6.000 Classes may be scheduled prior to 9:00 a.m. on Mondays, Wednesdays, and Fridays, prior to 8:00 a.m. on Tuesdays and Thursdays, and on weekends using any starting times consistent with the availability of rooms.

7.000 Courses scheduled Monday, Wednesday, and Friday from 12:00 noon to 12:50 p.m., or Monday and Wednesday from 12:30 p.m. to 1:45 p.m. must have multiple sections, some of which are scheduled in daytime hours. Exceptions to this restriction may only be made for compelling reasons and require the approval of the college dean and the Office of Academic Affairs.

8.000 Lecture and lecture-discussion classes scheduled in proprietary rooms must adhere to this policy on scheduling. Laboratory and activity classes normally require longer blocks of time and usually meet in proprietary rooms; nevertheless, they must conform to the starting times specified in this policy whenever possible so that time conflicts do not preclude students from taking other classes.

9.000 The colleges may propose to the Office of Academic Affairs that specific exceptions to the scheduling patterns outlined in paragraphs 2.000 through 7.000 be made for classes that meet for more than or fewer than three hours per week. The Office of Academic Affairs shall approve these requests, provided that they are consistent with the spirit of this policy, namely, that instructional spaces be employed in the most efficient manner reasonably attainable. The Office of Academic Affairs may approve other exceptions provided that they also are consistent with the spirit of this policy.

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**EFFECTIVE: Fall 2000**