

Semester Scheduling Guidelines
(Passed by the Academic Senate February 10, 1999)

The purpose of these guidelines is to facilitate the building of students' schedules. The guidelines are designed to enable a student to schedule the maximum number of hours, as efficiently as possible, with the fewest likely conflicts caused by overlapping scheduling of courses. Courses therefore need to be distributed over the five days and observe common starting times.

While following the guidelines is important, department chairpersons or persons assuming responsibility for scheduling of classes need to consult with others about courses affecting students from several departments. They should also take into consideration sequencing and course requirements for their own majors. Effective scheduling will facilitate students in completing their degrees in a timely manner.

Day-Class Patterns — Academic Year (see attached chart)

1. Three (3) credit/contact hour courses

- a. Meet Monday, Wednesday, Friday at the same time on the hour. OR
- b. Meet Tuesday/Thursday for one hour and 15 minutes each and must begin at prescribed hours (8:00 a.m., 9:30 a.m., 11:00 a.m., 12:30 p.m., 2:00p.m.).
- c. More than 50 percent of the three-credit courses offered in any department should meet Monday, Wednesday, and Friday.

2. Four (4) credit/contact hour courses

- a. Meet MTWF at the same time OR MWThF at the same time. Each pattern should represent one-half of the four-credit courses offered in any department four days a week. OR
- b. Meet MW or WF at the same time for a two-hour period, starting at even hours, or TTh starting at 8:00, 11:00, or 2:00.
- c. Departments offering four-credit courses are encouraged to schedule no more than 20 percent of them on the TTh pattern.

3. Five (5) credit/contact hour courses

- a. Meet MTWThF at the same time on the hour. OR
- b. Meet T and Th for two hours each, beginning at 8:00, 11:00, or 2:00, and Friday for one hour. OR
- c. Meet M and W for two hours each, beginning on the even hours, and Friday for one hour.

Evening-Class Patterns — Academic Year (see attached chart)

1. Two (2) credit/contact hour courses

Meet any one day of the week from 6-7:50 (18:00-19:50) p.m. or from 8:05-9:55 (20:05-21:55) p.m., including one ten-minute break.

2. Three (3) credit/contact hour courses

a. Meet one day per week at either 5:10-7:50 (17:10-19:50) p.m., or 8:05-10:45 (20:05-22:45) p.m., including one ten-minute break. OR

b. Meet MW or TTh at 5:10-6:25 (17:10-18:25) p.m., 6:35-7:50 (18:35-19:50) p.m., or 8:05-9:20 (20:05-21:20) p.m.

3. Four (4) credit/contact hour courses

a. Meet two days a week at 6:00-7:50 (18:00-19:50) p.m. or 8:05- 9:55 (20:05-21:55) p.m., including one ten-minute break.

b. Graduate classes may meet any one day per week from 6:00-9:40 (18:00-21:40) p.m., including two ten-minute breaks.

4. Five (5) credit/contact hour courses

Meet MW or TTh at 5:35-7:50 (17:35-19:50) p.m. or 8:05-10:20 (20:05-22:20) p.m., including one ten-minute break.

Special Considerations for Day and Evening Classes

1. Conference courses, independent studies, field-based courses, clinical courses, and theses are by arrangement.
2. Laboratory courses and courses combining lecture and laboratory should be scheduled to utilize the laboratory facilities most effectively. Where possible, they should meet at non-peak hours (e.g., 8:00 a.m., 2:00 p.m.), generally Tuesday and/or Thursday.
3. Each school/college shall maintain a list of courses that will be exceptions to the above scheduling guidelines. However, all evening course times should observe the common break time (7:50-8:05 p.m.). Such exceptions might be one- or two-credit/contact hour courses. All exceptions must have specific advance approval of the appropriate dean. The common evening break time must be observed. If some departments require additional flexibility, they should obtain such clearance from their dean on a standing basis to obviate the necessity of obtaining approval on each course offering.
4. An appropriate Senate committee should evaluate the scheduling policy once every three years.

Regularly Scheduled Day Classes Chart

M-W-F Classes:

			Day and Time
3 cr. course	MWF		8:00-8:50 a.m.
4 cr. course	MTWF		8:00-8:50 a.m.
	or		
	MWTF		8:00-8:50 a.m.
	or		
	MW or WF		8:00-9:50 a.m.
5 cr. course	MTWThF		8:00-8:50 a.m.
	or		
	{ MW		8:00-9:50 a.m.
		F	8:00-8:50 a.m.
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3 cr. course	MWF		9:00-9:50 a.m.
4 cr. course	MTWF		9:00-9:50 a.m.
	or		
	MWThF		9:00-9:50 a.m.
5 cr. course	MTWThF		9:00-9:50 a.m.
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3 cr. course	MWF		10:00-10:50 a.m.
4 cr. course	MTWF		10:00-10:50 a.m.
	or		
	MWThF		10:00-10:50 a.m.
	or		
	MW or WF		10:00-11:50 a.m.
5 cr. course	MTWThF		10:00-10:50 a.m.
	or		
	{ MW		10:00-11:50 a.m.
		F	10:00-10:50 a.m.
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3 cr. course	MWF		11:00-11:50 a.m.
4 cr. course	MTWF		11:00-11:50 a.m.
	or		
	MWThF		11:00-11:50 a.m.
5 cr. course	MTWThF		11:00-11:50 a.m.
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3 cr. course	MWF		12:00-12:50 p.m.
4 cr. course	MTWF		12:00-12:50 p.m.
	or		
	MWThF		12:00-12:50 p.m.
	or		
	MW or WF		12:00-1:50 p.m.

M-W-F Classes, Cont'd:

5 cr. course	MTWThF or { MW F	12:00-12:50 p.m. 12:00-1:50 p.m. 12:00-12:50 p.m.
3 cr. course	MWF	1:00-1:50 p.m.
4 cr. course	MTWF or MWThF	1:00-1:50 p.m. 1:00-1:50 p.m.
5 cr. course	MTWThF	1:00-1:50 p.m.
3 cr. course	MWF [or (added after Senate policy was passed) MW]	2:00-2:50 p.m. 2:00-3:15 p.m.
4 cr. course	MTWF or MWThF	2:00-2:50 p.m. 2:00-2:50 p.m.
5 cr. course	MW or WF MTWThF or { MW F	2:00-3:50 p.m. 2:00-2:50 p.m. 2:00-3:50 p.m. 2:00-2:50 p.m.
3 cr. course	MWF [or (added after Senate policy was passed) MW]	3:00-3:50 p.m. 3:00-4:15 p.m.
4 cr. course	MTWF or MWThF	3:00-3:50 p.m. 3:00-3:50 p.m.
5 cr. course	MTWThF	3:00-3:50 p.m.

T-Th Classes:

		Day and Time
3 cr. course	TTh	8:00-9:15 a.m.
4 cr. course	TTh	8:00-9:50 a.m.
5 cr. course	{ TTh F	8:00-9:50 a.m. 8:00-8:50 a.m.
3 cr. course	TTh	9:30-10:45 a.m.

T-Th Classes, Cont'd:

3 cr. course	TTh	11:00-12:15 p.m.
4 cr. course	TTh	11:00-12:50 p.m.
5 cr. course	{ TTh	11:00-12:50 p.m.
	{ F	11:00-11:50 a.m.
3 cr. course	TTh	12:30-1:45 p.m.
3 cr. course	TTh	2:00-3:15 p.m.
4 cr. course	TTh	2:00-3:50 p.m.
5 cr. course	{ TTh	2:00-3:50 p.m.
	{ F	2:00-2:50 p.m.

Regularly Scheduled Evening Classes Chart

Undergraduate and Graduate:

(Classes that meet longer than 75 min. include one 10 min. break)

Credits	2 (1 day/wk)	3 (1 day/wk)	3 (2 days/wk)	4 (2 days/wk)	5 (2 days/wk)
	6:00-7:50 p.m.	5:10-7:50 p.m.	5:10-6:25 p.m. 6:35-7:50 p.m.	6:00-7:50 p.m.	5:35-7:50 p.m.

Additional time slot added after the Senate policy was passed: A 3-hour class may meet one day a week from 6:30 p.m.-9:10 p.m. with one ten-minute break.

(Common Break Time for Evening Classes: 7:50-8:05 p.m.)

Credits	2 (1 day/wk)	3 (1 day/wk)	3 (2 days/wk)	4 (2 days/wk)	5 (2 days/wk)
	8:05-9:55 p.m.	8:05-10:45 p.m.	8:05-9:20 p.m.	8:05-9:55 p.m.	8:05-10:20 p.m.

Graduate Only (includes two 10-minute breaks):

Credits	4 (1 day/wk)
	6:00-9:40 p.m.

[Additions/Exceptions from RKH, October 2005: 1-hour classes—and 2-hour classes that meet two days a week—must start at standard starting times listed for other courses. 3-hour evening classes may meet one evening per week beginning at 6:30 p.m. (6:30-9:10 p.m., with one ten-minute break). Beginning with the scheduling of fall 2006 classes, department chairs will be held accountable for following the above Semester Scheduling Guidelines. Exceptions to the Semester Scheduling Guidelines are permissible for classes that do not meet in classrooms on the YSU campus.]