

KANSAS STATE UNIVERSITY

POLICY FOR STANDARD CLASS MEETING TIMES

(Approved by Faculty Senate on December 10, 2002)

Standard scheduling times for classes (course sections) provide students with maximum scheduling flexibility, allow departments to meet unique needs and to more efficiently utilize instructional space. Courses exempt from these standard class meeting time policies, are 1) specialized programs such as institutes, non-university credit training sessions, workshops, conference courses, certificate programs, grant related courses, intersession courses, and off campus courses which do not conflict with the use of campus space by on campus academic activities, 2) any course which is taught remotely using various delivery methods such as an audio tapes, audio communication lines, electronic blackboards, tv links, video tapes, CD-ROMs, and all forms of internet communications, and 3) graduate classes (course numbers 800 and above) which do not need access to general classroom use (GSU) space.

Any time periods associated with a course in which a student is not required to participate in order to earn academic credit, such as help sessions, will not be listed in the official "Course Schedule." These sessions must be scheduled through the Facilities Room Reservation Office and care should be exercised to prevent conflicts with course sections required for credit and course tests.

The policies below are to be used for scheduling all classes (course sections) for all academic sessions. A draft of definitions important to the academic sessions and the time periods used are in Appendix I. **This policy provides a common framework for scheduling classes. Requirements regarding the distribution of classes across this framework are to be addressed separately, as the need arises. Current requirement can be found in Section F50 of the University Handbook.**

A standard academic day begins at 7:30 a.m. and ends at 10:30 p.m., Monday through Saturday.

I. All fifteen week semester lecture/recitation class periods are to adhere to the following guidelines and Table 1: (Figure 1 provides visual clarification)

A. One Credit Hour Courses

1. One credit hour course sections should be scheduled in time slots left open due to two hour course sections being scheduled on any two day combination sequence. Standard 50 minute period starting times must be used.

B. Two Credit Hour Courses

1. Two credit hour courses with sections meeting on two separate days each week, must utilize Standard 50 minute periods with the preferred combination days, MW, MF, TU, TS, WF, and US.

C. Three Credit Hour Courses

1. Three credit hour courses with sections meeting on three separate days each week, must schedule Standard 50-minute periods on a M-W-F sequence, or a T-U-S sequence.
2. Three credit hour courses with sections meeting on two separate days each week, must use Standard 75 minute periods on T-U. A M-W or W-F sequence could be scheduled because of extenuating circumstances and if

approved by CAPP.

D. Four Credit Hour Courses

1. Four credit hour course sections may be scheduled for Standard 50-minute periods during any four day sequence.

E. Five or greater Credit Hour Courses

1. Five credit hour course sections must seek guidance and approval from CAPP to enhance the opportunity of students to enroll in additional classes and provide efficient use of space.

F. Variable Credit Hour Courses

1. Variable credit hour courses must follow A through E above, or be arranged by appointment to meet the needs of the students enrolled.

Standard Class Periods for Fall and Spring Semesters

TABLE 1. STANDARD STARTING and ENDING TIMES for FIFTEEN WEEK SEMESTER LECTURE/RECITATION CLASS and TEST PERIODS

	M-W-F, T-U-S, or Two Day Combinations of MW, MF, TU, TS, WF, US (50 min. periods)	T-U* Sequence (75 minute periods)	SINGULAR SATURDAY CLASSES (170 minutes periods)
A.M.	7:30-8:20		
	8:30-9:20	8:05-9:20	8:30-11:20
	9:30-10:20	9:30-10:45	
	10:30-11:20	11:30-12:45	11:30-2:20
	11:30-12:20		
P.M.	12:30-1:20		
	1:30-2:20	1:05-2:20	
	2:30-3:20	2:30-3:45	2:30-5:20
	3:30-4:20		
	4:30-5:20	4:05-5:20	
	5:30-6:20	5:30-6:45	5:30-8:20
	6:30-7:20	7:05-8:20	
	7:30-8:20		
	8:30-9:20	8:30-9:45	
	9:30-10:20		

* The **schedule for 75 minute periods** presented for Tuesday-Thursday classes may also be used as an alternative class schedule on Monday-Wednesday evenings beginning at 5:30 p.m. (e.g., 5:30 - 6:45, etc.). Use of 75-minute periods for a Monday-Wednesday or Wednesday-Friday sequence before 5:30 p.m. requires approval (IV-A).

II. All fifteen week semester laboratories and studios meeting one or more times per week, and classes with multiple-hour periods are to adhere to the following guidelines and Table 2 (Figure 1 provides visual clarification):

A. Laboratories and studios with 50 minute class periods

1. Laboratory classes with 50 minutes periods are to be scheduled to correspond with the starting/ending times of the Standard 50 minute class periods.

B. Laboratories, studios, and classes with multiple-hour class periods meeting only one day per week during a regular semester.

1. Laboratories, studios, and classes with multiple-hour class periods meeting only one day per week are to be scheduled according to the appropriate standard class meeting time according to Table 2 (see also Figure 1).

2. A morning section of a multiple-hour laboratory class may be scheduled only if an afternoon section is also provided. If an afternoon lab is offered there is no requirement that a morning lab also be offered.

TABLE 2. STANDARD STARTING and ENDING TIMES for FIFTEEN WEEK SEMESTER LABS and MULTIPLE-HOUR CLASS PERIODS

		M - T - W - U - F - S				
	1-hour class (50 min.)	2-hour class (110 min.)	3-hour class (170 min.)	4-hour class (230 min.)	5-hour class (290 min.)	
A.M.	*	7:30-9:20		7:30-11:20		
	*		8:30-11:20**			
	*	9:30-11:20				
	*		11:30-2:20			
P.M.	*	12:30-2:20		12:30-4:20***	12:30-5:20	
	*	2:30-4:20	2:30-5:20			
	*	5:30-7:20	5:30-8:20****	5:30-9:20		
	*	7:30-9:20				

* Same as Standard Class Periods (Table 1)

** 7:30-10:20 a.m. is an alternate period

*** 1:30-5:20 p.m. is an alternate period

**** 7:05-9:55 p.m. is an alternate period

III. Summer session classes will be scheduled according to the following guidelines and Table 3

Summer session will be voted on separately and inserted here.

IV. Non-Standard class times

A. Petitions

1. Petitions for any variations from standard class times must be approved by the Committee on Academic Policy and Procedures (CAPP).
2. A petition form may be obtained from the instructor's Dean's Office. The form must be returned to the instructor's Dean's Office and given to the Dean's representative on CAPP, who will present it to CAPP for consideration.
3. Petitions for spring semester courses must be considered by May. Petitions for fall semesters and summer session courses must be considered by November (CAPP meets the second Wednesday of each month, August through May).

B. Reviews

1. Petitions that have been approved for non-standard times will be reviewed annually each March by CAPP.
2. The Standard Class Meeting Times policy will be reviewed annually, between the Spring and Fall semesters by CAPP, to determine its effectiveness and to improve any problem areas that arise in the implementation of the policy.

V. This policy will take effect for the Spring 2004 Semester.