

## Guidelines for Scheduling Summer Courses Effective Summer 2025

The purpose of these guidelines is to facilitate the building of students' schedules. Following the guidelines will enable students to schedule the maximum number of hours as efficiently as possible with the fewest likely conflicts. Department chairpersons or persons responsible for scheduling classes should 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. Flexibly scheduled class forms need to be completed for courses that cannot be made to conform to the standard patterns.

The summer schedule will consist of the following sessions: One fourteen-week session and two back-to-back seven-week sessions; the first seven-week session will run from the first day of the summer semester through week 7; the second seven-week session will run from week 8 through week 14.

The following pages outline the required contact time and the specific scheduling blocks for seven and fourteen-week courses. The formula for calculating total required contact time per class is: number of credit hours x 50 minutes x 15 (regular semester weeks) = total required contact time. The formula for calculating the time per day for each class period is: number of credit hours x 50 minutes x 15 (regular semester weeks) / number of meeting days per week x number of weeks = minutes per day.

### Minimum Instructional Time (Required by State)

Regular Semester Class Hours Per Week*	Minutes	Hours
1 hour	750	12.5
2 hours	1500	25
3 hours	2250	37.5
4 hours	3000	50
5 hours	3750	62.5

\*For lecture classes, semester hours = class hours. Lab classes may have a ratio of 2 or 3 class hours per week, per semester hour of credit.

### SCHEDULING POLICIES:

- Programs should not schedule required major classes that students would take concurrently in the same time slot.
- When multiple sections of a course are offered, they should be scheduled at different times and/or days to maximize the availability to students.
- All classes should conform to the listed start times.
- Conference courses, independent studies, field-based courses, clinical courses, Study Abroad courses, studio courses, and theses are by arrangement.
- Department chairs are accountable for violations of these policies. The college leadership will be responsible for ensuring that the semester scheduling guidelines are followed in each college.
- Undergraduate and Graduate classes that meet longer than 75 minutes include one ten-minute break.
- The Academic Standards Committee, in consultation with the Office of the Registrar, will evaluate the scheduling policy once every three years.
- Laboratory courses and courses combining lecture and laboratory should be scheduled to utilize the laboratory facilities most effectively.

## CLASS PATTERN GUIDELINES:

- The purpose of the class patterns below is to reduce conflict of course and classroom space overlap.
- While course durations are rounded up to the nearest 5 minutes for course scheduling purposes, no faculty member is expected to teach beyond the required minutes in the table on page 1.
- A breakdown of the calculations used to determine the class patterns (showcasing the difference between actual required class time and the adjusted time for scheduling purposes) is on page 3.
- Class start times should be at the top of the hour if possible, however, other start times are acceptable at 15-minute intervals.
  - Examples of acceptable start times: 8:00am (preferred), 8:15am, 8:30am, 8:45am, etc.

### Exceptions to Class Pattern Guidelines:

- Department chairs are accountable for exceptions to the scheduling policies and class patterns.
- Each school/college shall maintain a list and submit documentation to the Office of the Registrar of the courses that will be exceptions to the scheduling guidelines.
  - Example of an exception: A recitation course that is offered in the same classroom with the same instructor and same students that needs to run immediately following the corequisite course.

## 7 WEEK CLASS PATTERNS:

1. One (1) credit hour courses:
  - Meet one day per week for 2 hours (*M, T, W, R, or F*) **OR**
  - Meet two days per week for 55 min (*MW or TR*)
2. Two (2) credit hour courses:
  - Meet two days per week for 2 hours (*MW or TR*)
3. Three (3) credit hour courses:
  - Meet one day per week for 5 hours 35 min (*M, T, W, R, or F*) **OR**
  - Meet two days per week for 2 hours 55 min (*MW or TR*) **OR**
  - Meet three days per week for 2 hours (*MWF or TRF*)
4. Four (4) credit hour courses:
  - Meet two days per week for 3 hours 45 min (*MW or TR*) **OR**
  - Meet three days per week for 2 hours 35 min (*MWF or TRF*) **OR**
  - Meet four days per week for 2 hours (*MTWR or MWRF*)
5. Five (5) credit hour courses:
  - Meet two days per week for 4 hours 40 min (*MW or TR*) **OR**
  - Meet four days per week for 2 hours 25 min (*MTWR or MWRF*)

## 14 WEEK CLASS PATTERNS:

1. One (1) credit hour courses:
  - Meet one day per week for 55 min (*M, T, W, R, or F*)
2. Two (2) credit hour courses:
  - Meet one day per week for 2 hours (*M, T, W, R, or F*)
3. Three (3) credit hour courses:
  - Meet one day per week for 2 hours 55 min (*M, T, W, R, or F*) **OR**
  - Meet two days per week for 1 hour 35 min (*MW or TR*)
4. Four (4) credit hour courses:
  - \*Grad Only\* Meet one day per week for 3 hours 45 min (*M, T, W, R, or F*)
  - Meet two days per week for 2 hours (*MW or TR*)
5. Five (5) credit hour courses:
  - Meet two days per week for 2 hours 25 min (*MW or TR*)
6. Six (6) credit hour courses:
  - Meet two days per week for 2 hours 55 min (*MW or TR*)

## Summer Scheduling Guidelines Math Breakdown

(credit hrs. x 50 x 15)

(days per week x # of weeks)

Regular Semester Class Hours Per Week*	Minutes	Hours
1 hour	750	12.5
2 hours	1500	25
3 hours	2250	37.5
4 hours	3000	50
5 hours	3750	62.5

### 7 WEEK CLASS PATTERNS:

Meeting Pattern	Required minimum mins	Break? If so, add 10 mins	Total (actual required minutes)	Convert to hours (actual)	Rounded total for scheduling purposes (adjusted)	Difference between actual and adjusted
1 credit, 1 day	108m	10m	118m	1h 58m	2h	2m
1 credit, 2 days	54m	N/A	54m	54m	55m	1m
2 credits, 2 days	108m	10m	118m	1h 58m	2h	2m
3 credits, 1 day	322m	10m	332m	5h 32m	5h 35m	3m
3 credits, 2 days	161m	10m	171m	2h 51m	2h 55m	4m
3 credits, 3 days	108m	10m	118m	1h 58m	2h	2m
4 credits, 2 days	215m	10m	225m	3h 45m	3h 45m	0
4 credits, 3 days	143m	10m	153m	2h 33m	2h 35m	2m
4 credits, 4 days	108m	10m	118m	1h 58m	2h	2m
5 credits, 2 days	268m	10m	278m	4h 38m	4h 40m	2m
5 credits, 4 days	134m	10m	144m	2h 24m	2h 25m	1m

### 14 WEEK CLASS PATTERNS:

Meeting pattern	Required minimum mins	Break? If so, add 10 mins.	Total (actual required minutes)	Convert to hours (actual)	Rounded total for scheduling purposes (adjusted)	Difference between actual and adjusted
1 credit, 1 day	55m	N/A	55m	55m	55m	0
2 credits, 1 day	108m	10m	118m	1h 58m	2h	2m
3 credits, 1 day	161m	10m	171m	2h 51m	2h 55m	4m
3 credits, 2 days	81m	10m	91m	1h 31m	1h 35m	4m
4 credits, 1 day	215m	10m	225m	3h 45m	3h 45m	0
4 credits, 2 days	108m	10m	118m	1h 58m	2h	2m
5 credits, 2 days	134m	10m	144m	2h 24m	2h 25m	1m
6 credits, 2 days	161m	10m	171m	2h 51m	2h 55m	4m