

POLICY ON CLASS SCHEDULING

(This policy supersedes Policy Statements 99-24 and 79-27.)

This policy statement was recommended by the Academic Senate on 4/20/2017
and approved by the President on June 6, 2017.

This policy defines the spaces and processes for scheduling classes within classrooms. For more information on class scheduling consult the academic scheduling webpage at http://web.csulb.edu/depts/enrollment/staff_reference/acad_scheduling.html

1. This policy refers to three types of classrooms.
 - A. Lecture auditoria: rooms 80 seats or larger that are allocated centrally by Academic Scheduling.
 - B. Lecture classrooms: all university lecture spaces that are allocated to the colleges for distribution each semester.
 - C. Department allocated spaces, e.g., studios or laboratories, that are assigned by departments.

2. An instructional contact 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 travel to their next classes. Classes scheduled for a time block longer than 90 minutes are presumed to have one break approximately in the middle of their schedule meeting time. 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.

3. Lecture and lecture/discussion classes may be scheduled every 90 minutes from 8:00 am until 5:00 pm on Monday and Wednesday or Tuesday and Thursday with uniform starting times of 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2:00 pm, and 3:30 pm.

4. Lecture and lecture/discussion classes may be scheduled on the hour from 8:00 am until 5:00 pm on Monday, Wednesday, and Friday.

5. To maximize the use of available space in classrooms and auditoria, 3-unit classes that meet Monday, Wednesday, and Friday, or Monday and Wednesday with a separate Friday section, may receive scheduling priority over classes that only meet Monday and Wednesday only between 8:00 am and 11:00 am.

6. Classes may be scheduled at or after 5:00 pm using any starting times consistent with the availability of rooms. Whenever possible class times should conform to the standard evening schedule blocks.

7. Classes may be scheduled prior to 8:00 am using any starting times consistent with the availability of rooms.

8. Lecture and lecture-discussion classes scheduled in college/department allocated rooms must adhere to this policy on scheduling. Classes that meet in proprietary and sole-use rooms should conform to the starting times specified in this policy whenever possible so that time conflicts do not preclude students from taking other classes.

9. The colleges may propose to the Division of Academic Affairs that specific exceptions to the scheduling patterns outlined in paragraphs 3 through 8 be made for classes that meet for more than or fewer than three hours per week. The Division 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 Division of Academic Affairs may approve other exceptions provided that they also are consistent with the spirit of this policy.

10. Summer, winter, and intersession classes should meet for the same number of instructional contact hours as in the regular semester.

EFFECTIVE: Immediately