

California State University, Long Beach

September 13, 1982

POLICY STATEMENT

Number: 82-12

File: Class Scheduling

This policy, recommended by the Academic Senate on April 29, 1982, was approved by the President on May 19, 1982.

SUBJECT: REGULATIONS FOR CLASS SCHEDULING

Lecture and lecture/discussion classes may be scheduled on the hour from 7 a.m. until 2 p.m. on Monday, Wednesday, and Friday. See noon hour limitations below.

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

Lecture and lecture/discussion classes may be scheduled every 90 minutes from 6:30 a.m. until 5 p.m. on Tuesday and Thursday with uniform starting times of 6:30 a.m., 8 a.m., 9:30 a.m., 11 a.m., 12:30 p.m., 2 p.m., and 3:30 p.m.

Evening classes in general purpose classrooms, Monday through Thursday, should generally be scheduled in 1 hour, 1-1/2 hour, 2 hour, or 4-hour time slots commencing at 5:30 p.m. Three-hour classes, however, should begin at 4 p.m. or 7 p.m. or be scheduled in relation to 1-1/2 hour classes in the school to precede or follow in the same facility.

Classes may be scheduled on Friday and Saturday in "blocks" from 8 a.m. to 11 a.m., from 11 a.m. to 2 p.m., and from 2 p.m. to 5 p.m., provided rooms are available.

Courses scheduled during or overlapping the noon hour on Monday and Wednesday must have multiple sections, some of which are scheduled in the morning. Exception to this restriction requires the approval of the school dean and the University Scheduling Coordinator.

Superseded by 99-24

Activity classes should conform to the start times in the above regulations where possible to insure that students are not excluded from taking additional classes due to time conflict.

An instructional hour is defined as, and shall be limited to, 50 minutes. Therefore, a 1-1/2 hour class will meet for 1 hour, 15 minutes; a 2-hour class for 1 hour, 40 minutes; and a 3-hour class for 2-1/2 hour, et cetera.

EFFECTIVE: Fall 1983

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