

Lecture Class Scheduling Guide

(Excluding Breaks)

Minimum time requirement is 500 minutes per credit.

Time period	1 credit 500 min	2 credits 1000 min	3 credits 1500 min	4 credits 2000 min	5 credits 2500 min
1 week	2 hrs/day	4 hrs/day	Not allowed	Not allowed	Not allowed
2 weeks	1 hr/day	2 hrs/day	3 hrs/day	4 hrs/day	Not allowed
4 ½ weeks	--	--	70 min/day	90 min/day	2 hrs/day
6 weeks	--	--	60 min/day	70 min/day	90 min/day
9 weeks	--	--	MWF 60 min/day	4 day/week/ 60 min/day	60 min/day

Scheduling Requirements

Block course scheduling that exceeds 2 successive periods may not be offered during prime time hours (7:30 am – 12:40 pm).

Exception: Any deviation to the above schedule must be approved by the appropriate school dean.

Workshop Daily Scheduling Guide

(including breaks = 10 minutes per hour)

Credits	Minutes Required	Clock Hours	2 Days	3 Days	1 Week	2 Weeks	5 Weeks
1	960	16	8 hrs	5 hrs 20 min	3 hrs 15 min	1 hr 40 min	50 min
2	1920	32	NA	NA	6 hrs 30 min	3 hrs 20 min	100 min
3	2880	48	NA	NA	NA	5 hrs	2 hrs 30 min

Course Offerings Guide

In developing the summer curriculum, observe the following:

1. Please seriously consider the appropriateness of a 4 or 5 credit course to be offered in the 4 ½ week session. Consider not only the integrity of the curriculum but also the students' ability to master the content as a realistic load.
2. Courses having significant unmet student demand, i.e. high impact courses in the regular academic year, should be considered for summer scheduling.
3. Courses dropped in the regular school year for lack of enrollment should not be offered unless substantial summer enrollment is assured.
4. Alternative scheduling arrangements should be considered including evening courses.
5. Consider developing a publicity program to promote departmental offerings.