PROPOSED SCHEDULING POLICY

Two processes shall be provided for the scheduling of rooms by the coordinator for scheduling: Block Scheduling and Special Scheduling. Block Scheduling accommodates a wide variety of course period lengths and days of meeting. The Block Scheduling formats are outlined in Table 1. Breaks will be included in the longer blocks as required by CSU policy. Alternative course period lengths and days of meeting will be accommodated to the fullest extent possible through Special Scheduling. In Special Scheduling, faculty members who are interested in an alternative course format must submit a request to the coordinator of scheduling that indicates the times and days that they would like a course offered. In some cases, exceptions to the Block Scheduling will be allowed for rooms which are dedicated to specific programs. First priority in room assignments shall be given to the scheduling of courses, which follow Block Scheduling. Although priority will be given to courses requesting Block Scheduling, every effort will be made to accommodate requests for Special Scheduling.

2. Courses generally will meet for the full fifteen-week semester; however, an Accelerated Semester is also possible. One possible Accelerated Semester format could involve three 80 minute meetings per week for the first eight to ten weeks of the semester.

   Courses shall start on the hour Monday through Saturday, with the exception that Tuesday/ Thursday 1.5 hour block (80 minute) classes shall start either on the hour or on the half hour. In the case of the 1.5 hour block (80 minute) courses, the schedule shall be designed to prevent overlap of these blocks.

4. Two hour block or longer courses shall have required starting times during the day to prevent overlap of these courses, i.e. all three hour block (170 minute) courses must start at the same times during the day and not overlap with one another. Exceptions to this requirement can be made for specific rooms that are designated for particular degree programs, i.e. Art courses taught in the Art Studio or Math/ Computer Science courses taught in a Math/ Computer room.

5. Faculty in program areas are encouraged to facilitate student cohorts in degree programs and to schedule required courses (within and between disciplines) adjacent to one another. The implementation of learning communities, two or more courses taken simultaneously by a cohort of students, is also encouraged.

BLOCK SCHEDULING COURSE FORMATS

BLOCK	COURSE LENGTH	FREQUENCY	MEETING DAYS	AVAILABLE TIME PERIODS	NUMBER OF CREDITS
1 HOUR	50 min.	1x/ wk	M–F	8 AM – 4 PM	1
1 HOUR	50 min.	3x/ wk	MWF	8 AM – 4 PM	3
1.5 HOUR	70 min.	2x/ wk	MW, FSa	11 AM – 10 PM	3
1.5 HOUR	70 min.	2x/ wk	TTh	8 AM – 10 PM	3
2 HOUR	110 min.	1x/ wk	M–Sa	10 AM – 10 PM	1[1,2]
2 HOUR	110 min.	1x/ wk	M–Sa	10 AM – 10 PM	2[2]
2 HOUR	110 min.	2x/ wk	MW, TTh, FSa	10 AM – 10 PM	4
3 HOUR	170 min.	1x/ wk	M–Sa	10 AM – 10 PM	1[3]
3 HOUR	170 min.	2x/ wk	MW, TTh, FSa	10 AM – 10 PM	2[1,3,4]
3 HOUR	170 min.	2x/ wk	MW, TTh, FSa	10 AM – 10 PM	3[3]
3 HOUR	170 min.	2x/ wk	MW, TTh, FSa	10 AM – 10 PM	4[3,5]
4 HOUR	230 min.	1x/ wk	M–Sa	1 PM – 10 PM	1[6]
4 HOUR	230 min.	2x/ wk	MW, TTh, FSa	1 PM – 10 PM	2[6]
6 HOUR	350 min.	1x/ wk	FSa	10 – 10 PM	2[1]

[1] Some art studio courses are one-credit courses that meet for two hours, and two credit courses that meet for three hours twice a week. The latter course could also be taken as a six hour block.

[2] An additional two-hour block could be added to rooms that are dedicated to specific programs.

[3] Laboratory courses should not meet any earlier than 12 PM to avoid conflicts with morning classes.

[4] An example of a two-credit course that meets twice a week for three hours is a two-credit laboratory.

[5] An example of a four credit course that meets twice a week for three hours is an integrated three-hour lecture (3 credit) and three-hour laboratory (1 credit), i.e. CHEM 170.

[6] Chemistry has several one credit laboratory courses that meet once (one credit) or twice (two credit) a week for four hours.

Figure 1. Block Scheduling Formats and Their Characteristics