

## Class Meeting Times

**Original Implementation:** Unpublished

**Last Revision:** November 2, 2015

This policy governs class scheduling for all academic sessions. Standard scheduling times for classes (course sections) provide students with maximum scheduling flexibility, allow academic units to meet unique needs, and efficiently utilize instructional space. Courses exempt from standard class meeting times are: (1) specialized programs (e.g., non-university credit training sessions, workshops, conference courses, certificate programs, grant-related courses, and off-campus courses) that do not conflict with the use of campus space; (2) distance learning courses; (3) graduate classes that begin at 4:00 p.m. or later (i.e., 500 and 600-level courses); and upper level (i.e., 300 and 400-level) non-lecture classes, such as laboratory, field based, clinical, student teaching, studio, and performance classes that meet one or more days per week for extended periods of time.

**Fall and Spring Terms:** Day classes (course sections starting between 7:00 a.m. and 3:30 p.m.) offered on the main campus of Stephen F. Austin State University (SFA) on a Monday, Wednesday, and/or Friday schedule must abide by the following guidelines:

- Lecture classes that have start times between 7:00 a.m. and 12:00 noon (inclusive) begin on the hour and have a 50-minute maximum meeting time each day.
- Lecture classes that run for more than 50 minutes cannot begin before 1:00 p.m.
- 100 and 200-level non-lecture classes (such as laboratory, studio, and performance classes) that meet one or more days per week for extended periods of time must start on the hour and no single section class of this type can have a start time before 1:00 p.m.

Classes offered on Tuesday and/or Thursday schedule must abide by the following guidelines:

- Lecture classes begin at 8:00 a.m., 9:30 a.m., or 11:00 a.m. and have a 75-minute maximum meeting time each day.
- Lecture classes that run for more than 75 minutes cannot begin before 12:30 p.m.
- Non-lecture classes (such as laboratory, studio, and performance classes) that meet one or more days per week for extended periods of time must start at 12:30 p.m., 2:00 p.m. or 3:30 p.m. No single section class of this type can have a start time before 12:30 p.m.

Evening classes offered on the main campus of SFA start at or after 4:00 p.m. Academic units should coordinate the scheduling of evening classes to allow students to take two classes on the same night.

- Three-hour lecture classes that meet one night per week are scheduled at 4:00 p.m. - 6:30 p.m. and/or 6:45 p.m. - 9:15 p.m.
- One and two-hour lecture classes that meet one night per week cannot overlap with class sessions in Table 1.

Non-lecture evening classes (such as laboratory, studio, and performance classes) may be exceptions to this policy.

Classes meeting at remote locations should be scheduled at times that meet the requirements of the locations and the needs of the students.

Variations to this policy must be approved by the requesting academic unit’s dean and the provost and vice president for academic affairs.

**Maymester:** Each three-credit hour class meets for three hours and 15 minutes each day for 11 days, Monday through Friday plus the final examination (see Table 2).

**Summer Terms:** Each three-credit hour class meets for one hour and 55 minutes each day, Monday through Thursday for 5 weeks plus the final examination (see Table 3).

<b>Table 1. Standard Day Meeting Times Fall and Spring Terms</b>	
MWF 07:00 – 07:50 a.m.	TR 08:00 – 09:15 a.m.
MWF 08:00 – 08:50 a.m.	TR 09:30 – 10:45 a.m.
MWF 09:00 – 09:50 a.m.	TR 11:00 – 12:15 p.m.
MWF 10:00 – 10:50 a.m.	TR 12:30 – 01:45 p.m.
MWF 11:00 – 11:50 a.m.	TR 02:00 – 03:15 p.m.
MWF 12:00 – 12:50 p.m.	TR 03:30 – 04:45 p.m.
MWF 01:00 – 01:50 p.m.	TR 05:00 – 06:15 p.m.
MWF 02:00 – 02:50 p.m.	TR 06:30 – 07:45 p.m.
MWF 03:00 – 03:50 p.m.	TR 08:00 – 09:15 p.m.
MWF 04:00 – 04:50 p.m.	
MWF 05:00 – 05:50 p.m.	
MWF 06:00 – 06:50 p.m.	
MWF 07:00 – 07:50 p.m.	
MWF 08:00 – 08:50 p.m.	
MW 01:00 – 02:15 p.m.	
MW 02:30 – 03:45 p.m.	
MW 04:00 – 05:15 p.m.	
MW 05:30 – 06:45 p.m.	
MW 07:00 – 07:15 p.m.	
MW 07:30 – 08:45 p.m.	
MW 08:30 – 09:45 p.m.	

<b>Table 2. Standard Meeting Times for Maymester</b>
MTWRF 08:00 – 11:15 a.m.
MTWRF 11:30 – 02:45 p.m.
MTWRF 03:00 – 06:15 p.m.
MTWRF 05:00 – 08:15 p.m.

<b>Table 3. Standard Meeting Times for Summer</b>
MWTR 08:00 – 09:55 a.m.
MWTR 10:15 – 12:10 p.m.
MTWR 12:30 – 02:25 p.m.
MTWR 02:45 – 04:40 p.m.
MTWR 05:00 – 06:55 p.m.
MTWR 07:15 – 09:10 p.m.

**Cross Reference:** Credit and Contact Hours (5.4)

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Building and Grounds