

# Fall & Spring Semester Guidelines for Class Time Scheduling

## **A. Day classes (classes starting between 8:00 a.m. and 3:30 p.m. ) offered on the main campus of Stephen F. Austin State University .**

1. Classes offered on a Monday, Wednesday, and/or Friday must abide by the following class time guidelines:
  - a. One, two, and three-hour lecture classes that have start times between 8:00 a.m. and 12:00 noon (inclusive) will begin on the hour and have a 50 minute maximum meeting time each day.
  - b. No one, two, or three-hour lecture class that meets on Monday and/or Wednesday and runs for more than 50 minutes will start before 1:00p.m.
  - c. Non-lecture classes (such as laboratory, studio, and performance classes) that meet one or more days per week for extended periods of time should always start on the hour. Additionally, to assist students with scheduling flexibility, these guidelines recommend (when possible) that no single section class of this type have a start time before 1:00 p.m.
2. Classes offered on Tuesday and/or Thursday, must abide by the following class time guidelines:
  - a. Class start times must be one of the following times:  
8:00 a.m. , 9:30 a.m. , 11:00 a.m. , 12:30 p.m. , 2:00 p.m. , and 3:30 p.m.
  - b. One, two, and three-hour lecture classes that meet on Tuesday and/or Thursday should have a 75 minute maximum meeting time each day.
  - c. To assist students with scheduling flexibility these guidelines recommend (when possible) that no single section non-lecture class (such as a laboratory, studio, or performance class) have a start time before 12:30 p.m.
3. These guidelines recognize that non-lecture block classes (such as field based, clinical, and student teaching classes) must be scheduled to meet the requirements of their respective programs.

## **B. Evening classes (classes starting at or after 4:00 p.m. offered on the main campus of Stephen F. Austin State University.**

Understanding that scheduling flexibility can be important in order to preserve the integrity and marketability of some programs and course offerings, adherence to the following guidelines is recommended but not required. In particular, some departments support graduate programs that are completely self-contained (i.e. courses are not available to students who are not admitted to the program and students in the program take no courses outside of the program) and must offer courses in the program to meet the needs of its students. On the other hand, departments offering programs that involve degree required courses in more than one department should coordinate the scheduling of night classes to allow students to take two classes (if desired) on the same night.

1. Three-hour lecture classes that meet one night per week should be scheduled at 4:00 p.m. - 6:30 p.m. and 6:45 p.m. - 9:15 p.m.

2. One and two-hour lecture classes that meet one night per week should not have starting and ending class times that cause the class to overlap with both class sessions specified in B.1.
  3. One, two, and three-hour lecture classes that meet more than one night per week should not have starting and ending class times that cause the class to overlap with both class sessions specified in item B.1.
  4. These guidelines recognize that special circumstances associated with the scheduling of non-lecture night classes (such as laboratory, studio, and performance classes) may prohibit these classes from satisfying the specified guidelines in item B.1.
- C. Classes not offered on the main campus of Stephen F. Austin State University.**  
Classes meeting at remote locations should be scheduled at times that meet the requirements of the respective locations and the needs of the students at these locations.