

**Sacramento State**  
**Class Scheduling Standards and Policies**  
**Approved by Academic Affairs as of July 20, 2015**

**Purpose**

This document “Class Scheduling Standards and Policies” was written to provide clear scheduling guidelines for courses offered on campus during the regular academic year. These policies are intended to provide efficient campus room utilization and minimize course overlap and conflicts during “prime time” hours. “Prime time” is defined as 9:00 am – 2:00 pm, M-F.

**Scheduling**

1. Allowable Day and Evening Class Patterns for 3 unit courses (**bold** indicates “prime time”)

<b>DAY PATTERNS – 3 UNIT CLASSES</b>		
MWF	MW	TR
7:00 am - 7:50 am	7:30am - 8:45am	7:30 am - 8:45 am
8:00 am - 8:50 am		
<b>9:00 am - 9:5 0am</b>		<b>9:00 am - 10:15 am</b>
<b>10:00 am - 10:50 am</b>		<b>10:30 am - 11:45 am</b>
<b>11:00 am - 11:50 am</b>		
<b>12:00 pm - 12:50 pm</b>	<b>12:00 pm - 1:15 pm *</b>	<b>12:00 pm - 1:15 pm</b>
<b>1:00 pm - 1:50 pm</b>	<b>1:30pm - 2:45 pm *</b>	<b>1:30 pm - 2:45 pm</b>
2:00 pm - 2:50 pm		
3:00 pm - 3:50 pm	3:00 pm - 4:15 pm #	3:00 pm - 4:15 pm #
4:00 pm - 4:50 pm	4:00 pm - 5:15 pm #	4:00 pm - 5:15 pm #
<b>EVENING PATTERNS – 3 UNIT CLASSES</b>		
Meeting Once a Week <sup>a</sup>	Meeting Twice A Week	
4:00 pm - 6:50 pm	5:30 pm – 6:45 pm	
5:30 pm - 8:20 pm	7:00 pm - 8:15 pm	
7:00 pm - 9:50 pm	8:00 pm - 9:50 pm	
<sup>a</sup> Includes time for a 20-minute break		

\* To ensure optimal classroom utilization throughout the week and semester, Colleges and Departments following the MW pattern between 12:00 pm and 3:00 pm are required to schedule an additional course on Friday in the same classroom during the same time period.

# Departments shall use only one of these patterns to avoid overlap between course requirements within the same department.

Classes meeting four or five times weekly shall be scheduled in time periods beginning at 8:00 am, 9:00 am, 12:00 pm, 3:00 pm, and 4:00 pm. Times periods approved on MWF beginning at 10:00 am, 11:00 am, 1:00 pm, and 2:00 pm, must have the TR portions staggered to conform with the TR starting times, e.g., 10-10:50 am or 11-11:50 am MWF, with 10:30-11:20 am TR.

2. Allowable Day and Evening Class Patterns for 2 unit courses (**bold** indicates “prime time”)

<b>DAY PATTERNS – 2 UNIT CLASSES</b>	
MW, MF, or WF **	TR
7:00 am - 7:50 am	7:00 am - 7:50 am
7:30 am - 8:20 am	7:30 am - 8:20 am
8:00 am - 8:50 am	8:00 am - 8:50 am
<b>9:00 am - 9:50 am</b>	<b>9:00 am - 9:50 am</b>
<b>10:00 am - 10:50 am</b>	<b>10:30 am - 11:20 am</b>
<b>11:00 am - 11:50 am</b>	
<b>12:00 pm - 12:50 pm</b>	<b>12:00 pm – 12:50 pm</b>
<b>1:00 pm - 1:50 pm</b>	<b>1:30 pm – 2:20 pm</b>
2:00 pm - 2:50 pm	
3:00 pm - 3:50 pm	3:00 pm - 3:50 pm
4:00 pm - 4:50 pm	4:00 pm - 4:50 pm
4:30 pm - 5:20 pm	4:30 pm - 5:20 pm
<b>EVENING PATTERNS – 2 UNIT CLASSES</b>	
Meeting Once a Week <sup>b</sup>	
5:30 pm - 7:20 pm	
7:30 pm - 9:20 pm	
8:00 pm - 9:50 pm	
<sup>b</sup> Includes time for a 10-minute break	

\*\*Colleges/Departments scheduling 2-unit courses, two days per week on MW, MF or WF, must schedule an additional course on the missing M, W, or F, non-scheduled weekday, during the same time period and within the same classroom. This will ensure optimal classroom utilization throughout the week and entire semester.

**Processes, Exceptions, and Administration**

1. Hybrid Courses. When a hybrid course is scheduled, the unused meeting time shall be scheduled to maximize room utilization. For instance, if a course is offered face to face on Mondays at 12:00 pm, another course shall be offered during the unused Wednesday 12:00 pm slot.
2. Patterns. Exception to these patterns will be extremely limited and justified based on programmatic needs (i.e., cohort programs with external internship requirements). The designated College Dean and Academic Affairs must approve requests for exceptions in writing. Non-standard schedules shall NOT occur during “prime time” in lecture room spaces and shall be avoided in other instructional spaces. The Registrar’s Office and Space Management must be notified of approved non-standard room assignments.
3. Labs and Studios. Laboratory and studio class meetings and other three-hour class meetings must utilize the Approved Start Times for each weekday. Two-hour or shorter duration labs may start earlier than 9:00 am or after 2:00 pm.

4. Schedule Distribution. Colleges/Departments may have a maximum of 65% of their 3-hour lecture courses scheduled during prime time hours. Accordingly, at least 35% of the 3-hour Lectures must be scheduled outside of prime time hours, which is before 9:00 am and after 2:00 pm. Note: Classes meeting between 12:00 pm - 1:50 pm on Friday count toward the 35% goal.
5. Other Colleges and Departments. Departments requiring course offering support from other Academic Departments must coordinate their schedules accordingly to minimize potential scheduling conflicts. Academic departments that serve other majors must coordinate their schedules accordingly between Departments to minimize the number of scheduling conflicts.
6. Multiple Sections. Multiple sections of the same course must be offered during different times and days throughout the week.
7. Consultation. No changes from 3-day to 2-day schedules may be made by any Academic Department without prior consultation with potential Academic Departments affected by change. Such changes shall be approved by the appropriate Dean and by Academic Affairs. The burden of proof that the changes will not be disruptive shall be on the initiating Department.
8. Authority. Academic Affairs and each College Dean are responsible for examining class schedules and offerings before they go “live” for registration to ensure compliance with these standards. Academic Affairs will provide class schedule reports to support compliance.