

**DAILY CALENDAR**  
**Approved APAC November 28, 2006**

**Options for 3-credit classes:**

<b>Monday-Wednesday-Friday</b>	<b>Tuesday-Thursday</b>	<b>Any Evening</b>
7:30 am-8:20 am	7:30 am-8:45 am	4:30 pm-7:00 pm *
8:30 am-9:20 am	9:00 am-10:15 am	5:00 pm-7:30 pm
9:30 am-10:20 am		5:30 pm-8:00 pm
10:30 am-11:20 am	10:30 am-11:45 am	6:00 pm-8:30 pm
11:30 am-12:20 pm	12:00 pm-1:15 pm	6:30 pm-9:00 pm
12:30 pm-1:20 pm		7:15 pm-9:45 pm *
1:30 pm-2:20 pm		
1:30 pm-2:45 pm (MW)	1:30 pm-2:45 pm	
3:00 pm-4:15 pm (MW)	3:00 pm-4:15 pm	
<b>Evenings</b>	<b>Evenings</b>	
4:30 pm-5:45 pm (MW)	4:30 pm-5:45 pm	*Departments wishing to offer two
5:00 pm-6:15 pm(MW)	5:00 pm-6:15 pm	3 cr. courses on the same evening will
6:30 pm-7:45 pm (MW)	6:30 pm-7:45 pm	use these time blocks
8:00 pm-9:15 pm(MW)	8:00 pm-9:15 pm	

**Options for 4-credit classes (and 2-credit half semester classes):**

<b>Monday-Wednesday-Friday</b>	<b>Any four days Monday-Friday</b>	<b>Tuesday-Thursday</b>
1:30 pm-2:40 pm	7:30 am-8:20 am	7:30 am-9:10 am
3:00 pm-4:10 pm	9:30 am-10:20 am	10:30 am-12:10 pm
4:30 pm-5:40 pm	10:30 am-11:20 am	1:30 pm-3:10 pm
	12:30 pm-1:20 pm	4:30 pm-6:10 pm
	1:30 pm-2:20 pm	6:30 pm-8:10 pm
	3:00 pm-3:50 pm	
<b>Any 2 days of Mon-Wed-Fri</b>	3:30 pm-4:20 pm	
7:30 am-9:10 am		<b>Any Evening</b>
9:30 am-11:10 am		6:00 pm-9:20 pm
11:30 am-1:10 pm		6:30 pm-9:50 pm
4:30 pm-6:10 pm		
6:30 pm-8:10 pm		

**Options for 2-credit courses (and 1-credit half semester classes):**

<b>Monday-Wednesday-Friday</b>	<b>Tuesday-Thursday</b>
Use the 3-credit MWF option above and select any START time 7:30 – 12:30 on MW, MF, or WF	Use the 3-credit TH 75 option above with any START time and meet for 50 minutes instead of 75
Use the 3-credit MW option above and select any START time 1:30 or later and meet for only 50 minutes instead of 75	

**Options for 1-credit courses:**

Classes meeting 1 time a week for 50 minutes--Choose any start time as listed on the three-credit options.
Classes meeting 2 times a week for 50 minutes--Choose MW, MF, WF, or TH combination using the three-credit options start times.
Classes meeting 3 times a week--Follow the three-credit class meeting 50 minutes/day options.
Classes meeting 4 times a week--Follow the four credit class/four days a week options.
Classes meeting 5 times a week--Follow the four credit class/four days a week options using all five days.
One credit classes meeting for longer blocks of time should follow the blocks listed under labs/studios/practica options.

**Classes meeting for more than 3 hours at a time shall be scheduled to begin at a time that corresponds with one of the three-credit class option begin times.**

**Options for labs/studios/practica meeting for 2 hours 50 minutes at a time:**

<b>Monday OR Wednesday OR Friday</b>	<b>Tuesday OR Thursday</b>
	9:00 am-11:50 am
11:30 am-2:20 pm	12:00 pm-2:50 pm
2:30 pm-5:20 pm	3:00 pm-5:50 pm
Begin at 5:30 or later M or W or F	Begin at 6:00 or later T or H
If lab meets 6 hours/week select one start time combining two days (MW, MF, WF, TH)	

**Options for labs/studios/practica meeting for 1 hour 50 minutes at a time:**

<b>Monday, Wednesday, Friday</b>	<b>Tuesday, Thursday</b>
7:30 am-9:20 am	9:00 am-10:50 am
9:30 am-11:20 am	12:00 pm -1:50 pm
11:30 am-1:20 pm	3:00 pm-4:50 pm
3:00 pm-4:50 pm	4:30 pm-6:20 pm
4:30 pm-6:20 pm	6:30 pm-8:20 pm
6:30 pm-8:20 pm	

**Options for classes meeting 5 days per week (MTWHF):**

7:30 am-8:20 am	
9:30 am-10:20 am	
10:30 am-11:20 am	
12:30 pm-1:20 pm	
1:30 pm-2:20 pm	
3:00 pm-3:50 pm	

**Saturday classes:** 9-11:30 am, 12:00-2:30 pm, 2:45-5:15 pm

**FINAL EXAMS:**

Exam Time	Day 1	Day 2	Day 3	Day 4	Day 5
9:00 a.m.	10:30 am TH	8:30 am MWF	3:00 pm MWF	3:00 pm TH	9:00 am TH
12:00 p.m.	10:30 am MWF	12:00 pm TH	11:30 am MWF	12:30 pm MWF	1:30 pm TH
3:00 p.m.	1:30 pm MWF	7:30 am MWF	7:30 am TH	9:30 am MWF	
4:30 and later	Classes meeting at 4:30 or later will give final exams during finals week at regular class time.				

**Scheduling Restrictions:**

1. Departments are responsible for scheduling classes in a way that efficiently uses assigned classroom space.
2. Departments are responsible for scheduling classes in a way that uses student time wisely and efficiently, as well.
3. Departments must use a proportion of classes meeting on MW(F) and a proportion of classes meeting TH.
4. Departments should offer Dragon Core/Liberal Studies courses at a variety of times, including in the evening. Evening classes are considered to begin at 4:30.
5. Dragon Core/Liberal Studies courses are expected to adhere to the published schedule; exceptions should be based on pedagogy.
6. While no mandated open time is included in the schedule, Friday afternoons (from 2:30 to 5:00) will generally be available for faculty and student meetings and for university-wide colloquia.
7. Academic Deans are responsible for monitoring adherence to these criteria. Requests for exceptions to the schedule will be addressed at the departmental level and forwarded with the department chair's signature to the appropriate dean for final approval.