

UNIVERSITY OF PITTSBURGH POLICY 02-01-04

## I. SCOPE

This policy establishes standard course meeting times for Undergraduate, Graduate and First Professional day and evening classes at the Pittsburgh Campus, and includes restrictions on variable course meeting times.

Regional Campuses will develop their own policy and monitor their own standards of course scheduling.

## **II. POLICY**

## Standard Course Meeting Times

To more equitably distribute course meetings, improve classroom utilization, and achieve a consistent method of scheduling, the options listed below are to be used for undergraduate day class meeting times in the Fall and Spring terms. Departments are encouraged to schedule classes equitably for each of the established start times between 8:00 a.m. and 6:00 p.m.

- All day classes, except on Tuesday and Thursday, are to start on the hour beginning at 8:00 a.m. and must stop by 5:50 p.m.
  - All classes of 75 minutes duration will meet on a Tuesday-Thursday schedule (see the "Course Meeting Times Guidelines" section below for exceptions) and will start at 8:00 a.m., 9:30 a.m., 11:00 a.m., 1:00 p.m., 2:30 p.m., and 4:00 p.m. All 50-minute classes meeting on Tuesday or Thursday must start on the hour beginning at 8:00 a.m. and must stop before 5:50 p.m.
  - Saturday classes will be offered at times convenient to students and faculty.

All standard three-credit undergraduate evening classes meeting once a week will begin at 6:00 p.m.

Other start times for evening courses which meet more than once a week will be 6:30 p.m., 6:45 p.m., and 7:10 p.m.

## Variable Course Meeting Times

Departments may associate no more than three variable course meeting times and rooms per course section.

- Additional meeting times are represented by a symbol to indicate "additional meeting times" in the Schedule of Classes.

Departmental classroom assignments for credit courses and related labs and recitations are to be provided to the Office of the University Registrar when requested for the development of the Schedule of Classes.

The Office of the University Registrar will assign any classroom space that is not utilized. Course scheduling priority will be given to those academic units who are in compliance with this policy and who submit their schedules by the designated deadlines. Special space allocations given next priority after course assignments include:

- Non-credit departmental colloquia
- Continuing education course offerings
- Space for thesis and dissertation defense
- Guest speaker programs.

#### Course Meeting Times Guidelines

The guidelines outlined below are designed to distribute undergraduate day classes more equitably over the range of course meeting times. No exceptions to these guidelines will be granted without the prior approval of the appropriate Dean and the University Registrar.

- Two-day-a-week courses requesting a non-standard (Tuesday-Thursday) meeting schedule will be required to meet in the following time slots on a Monday-Wednesday; Monday-Friday; or, Wednesday-Friday schedule - 8:00 a.m. to 9:15 a.m.; 3:00 p.m. - 4:15 p.m.; or, 4:30 p.m. - 5:45 p.m., at the discretion of the University Registrar.
- Required courses should be scheduled over the entire range of time and day meeting combinations, including the early morning and late afternoon time slots.
- All changes to an academic unit's course offerings must be reported to the Office of the University Registrar as soon as they occur, to allow reassignment for other courses.
- The standard academic hour is 50 minutes long.
- Three-credit courses scheduled for twice a week will have classes of 75 minutes duration for each meeting.
- Three-credit courses scheduled for once a week will have classes of 150 minutes duration for each meeting.