

SCHEDULING CLASSES AND INSTRUCTIONAL LABORATORIES

OFFICE OF THE PROVOST
COMMUNICATION NO. 28

Overview

Classes and instructional laboratories are to be scheduled to begin on the hour or half hour, and must end at least ten minutes before the hour.

Guidelines

In order for students to move from one class or instructional laboratory to another in a timely manner, classes and laboratories should be scheduled to end at least ten minutes before the hour. For example, a one-hour class scheduled at 10:00 a.m. will actually meet from 10:00 a.m. to 10:50 a.m., and a class scheduled 1:30 p.m. to 3:00 p.m. will actually meet from 1:30 p.m. to 2:50 p.m. Both the beginning time and the actual ending time should be included in the Timetable for those classes meeting longer than one hour.

Assistance

For questions regarding the scheduling of classes and instructional laboratories, contact the Office of the Provost at 333-4523.

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