



NO. 4015 SCHEDULING OF CREDIT CLASSES

- 1.0 The offering of credit classes is a function of Academic Affairs. However, there may be occasions when the Professional Development Institute finds it beneficial to coordinate credit classes supporting the needs of business or the community. These will be coordinated through the appropriate Academic Division and may or may not follow the regular time blocks for scheduling.
- 2.0 The Vice President for Academic Affairs will maintain a schedule of time blocks to be used for most regular on-campus three-credit-hour lecture classes. Classes other than three-credit-hour lecture classes should be scheduled so as to maximize the use of physical facilities and overlap the fewest number of regular time blocks.
- 3.0 In scheduling class times, specific emphasis will be given to maximizing the use of physical facilities and addressing the needs of students. Three-credit-hour lecture classes will generally be scheduled according to the time blocks listed below. Other classes, such as classes with lab components and classes not equivalent to three credit hours, will be scheduled so as to overlap the fewest number of time blocks. Short duration classes may vary as necessary.
 - 3.1 Time Blocks for Sixteen Week, Three Credit Hour Classes:
 - 3.1.1 Monday-Wednesday-Friday Schedule:

8:00 a.m.-8:50 a.m.	9:00 a.m.-9:50 a.m.	
10:00 a.m.-10:50 a.m.	11:00 a.m.-11:50 a.m.	12:00 p.m.-12:50 p.m.
 - 3.1.2 Monday-Wednesday Schedule:

7:30 a.m.- 8:50 a.m.	8:00 a.m.-9:20 a.m.	9:30 a.m.-10:50 a.m.
11:00 a.m.-12:20 p.m.	1:00 p.m.-2:20 p.m.	1:30 p.m.-2:50 p.m.
2:00 p.m.-3:20 p.m.	3:30 p.m.-4:50 p.m.	12:30 p.m.-1:50 p.m.
 - 3.1.3 Tuesday-Thursday Schedule:

7:30 a.m.- 8:50 a.m.		
8:00 a.m.-9:20 a.m.	9:30 a.m.-10:50 a.m.	
11:00 a.m.-12:20 p.m.	1:30 p.m.-2:50 p.m.	3:00 p.m.-4:20 p.m.
 - 3.1.4 Friday Schedule:

Classes meeting once per week on Fridays will generally meet for 2 or more hours. Such classes may be scheduled anytime, but must start no earlier than 7:00 a.m. and conclude no later than 5:25 p.m.
 - 3.1.5 Afternoon/Evening Classes Meeting Once Per Week (other than Fridays):

1:30 p.m.-4:00 p.m.	5:30 p.m.-8:00 p.m.	8:05 p.m.-10:35 p.m.
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 - 3.1.6 Saturday Class Schedule

8:00 a.m.-10:30 a.m.	10:45 a.m.-1:15 p.m.
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- 3.2 Time Blocks for Friday Evening or Saturday Classes Meeting for Fourteen or Fifteen Weeks:
 - 3.2.1 Friday Schedule:

5:30 p.m.-8:10 p.m.	8:15 p.m.-10:55 p.m.	
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 - 3.2.2 Saturday Schedule:

8:00 a.m.-10:40 a.m.	10:45 a.m.-1:25 p.m.	
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- 3.3 Time Blocks for Summer Semester (Eight Week) Classes Meeting Monday-Wednesday or Tuesday-Thursday:

8:00 a.m.-10:30 a.m. ¹	10:45a.m.-1:15p.m.	
1:30 p.m.-4:00 p.m.	5:30 p.m.-8:00 p.m.	8:05 p.m.-10:35 p.m.
- 3.4 Five Week, Early or Late Eight Week, Fast Track and Intersession classes will be scheduled as needed with times varying by credit hour.
- 4.0 The Department Directors, Chairs, and Program Directors will schedule classes using input from the faculty, staff, students, research data, program advisory committees, and the community. In accordance with the timeline listed above, a draft schedule for a given semester or session will be prepared by each Division Dean. The Division designee will assign a section number and classroom for each class in the division. Factors to be considered in developing schedules include: the college mission and goals, student and program needs, pedagogical concerns, student success, graduation requirements, anticipated resources, Oklahoma State Regents for Higher Education requirements, and optimal use of available facilities.
- 5.0 The Division Deans and Associate Vice President for Academic Affairs will review the draft schedule and suggest changes. The review should take into consideration input received from those responsible for areas affected by scheduling.
- 6.0 For AAS Programs and other identified programs, offerings of credit classes may vary according to the needs of those specific programs.
- 7.0 The Division Deans will make necessary changes to the draft schedule and approve a final draft prior to publishing.

Effective: September 30, 1997
 Revised: February 29, 2016

¹ Classes other than three-credit-hour lecture classes may start as early as 7:30 a.m. and/or use morning or afternoon class time on Fridays.