

Scheduling Guidelines

The Ohio State University at Lima

1. Class **starting times** should be uniform.
2. Campus scheduling patterns should be consistent throughout the day. All departments should follow the same scheduling blueprint. More and more of our classes meet requirements in multiple disciplines, so no one program can schedule in isolation.
3. There should be a **mid-day break** in which no classes are scheduled. Student activities, campus events, and faculty/staff meetings could be scheduled during this mid-day break. Currently that break is suggested as lasting from 12:30 p.m. to 1:30 p.m. daily.
4. Unless academic departments typically follow other practices in Columbus, courses should meet for the periods of time listed below. During a ten-week quarter:
 - five-credit classes should meet for at least **240** minutes per week;
 - four-credit courses for **192** minutes per week;
 - three-credit courses for **144** minutes per week;
 - two-credit courses for **96** minutes per week;
 - one-credit courses for **48** minutes per week.
5. Because of increased demand and limited space we need to expand our teaching day. More early morning and late evening courses are required.
6. Each department should attempt to distribute courses across the schedule, so that we have a more **balanced distribution** across the early morning and late morning, the early afternoon and late afternoon, and the early and late evening.
7. Departments with more than one faculty member should schedule courses for each weekday (including Friday), balancing the schedule to provide greater accessibility for students. (**Note:** individual faculty members are not mandated to teach each weekday.)
8. Courses that meet twice weekly may meet on Mondays and Wednesdays, Tuesdays and Thursdays, or even Wednesdays and Fridays. Courses that meet three times a week will meet on Mondays, Wednesdays, and Fridays. Courses that meet four times a week may choose any sequence. Schedulers may choose five-day per week meetings for classes as well.

1 Hr Scheduling blocks: (for start times)

Early Morning:

8:00 a.m.–9:00 a.m.

9:10 a.m.–10:10 a.m.

Late Morning:

10:20 a.m.–11:20 a.m.

11:30 a.m.–12:30 p.m.

Early Afternoon:

1:30 p.m.–2:30 p.m.

2:40 p.m.–3:40 p.m.

Late Afternoon:

3:50 p.m.–4:50 p.m.

Note: Morning courses should not overlap time periods (e.g. early morning to late morning), unless absolutely necessary.

2 Hour Scheduling blocks: (Start times)

Early Morning:

8:00 a.m.–10:00 a.m.

Late Morning

10:20 a.m.–12:20 p.m.

Early Afternoon:

1:30 a.m.–3:30 p.m.

Late Afternoon:

5:30 p.m.–7:30 p.m.

Late Evening:

7:45 p.m.–9:45 p.m.

Note: The schedules for distance learning courses are often dictated by outside sources.

Any requests for exceptions to the above stated guidelines should be submitted in writing to the Associate Dean's Office well in advance.

2/17/2009