

CAMERON UNIVERSITY

Standard Course Scheduling (Procedure)

Purpose

To establish a standard course schedule consisting of meeting times that adhere to established credit hour and Carnegie unit standards.

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Who Should Know This Procedure

- | | |
|---------------------|------------------------------------|
| √ President | √ Faculty |
| √ Vice Presidents | Other Accounting/Finance Personnel |
| √ Deans | Students |
| √ Department Chairs | Other Groups |
| √ Directors | All Employees |
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Responsibilities

Responsible for Procedure

University Officer Responsible

Vice President for Academic Affairs

Procedure

STATEMENT OF PURPOSE: To establish a standard course schedule consisting of meeting times that adhere to established credit hour and Carnegie unit standards.

1.0 Definitions

- 1.1 Credit Hour: A measure representing the amount of work required to achieve student learning outcomes for a specific course.
- 1.2 Carnegie Unit: For a traditional format course, one (1) Carnegie Unit is equal to fifty (50) minutes inside the classroom.
- 1.3 Standard Course Schedule: An established set of course meeting times that adhere to credit hour and Carnegie Unit standards.

2.0 Related Policies/Statements

- 1. OSRHE Policy 3.17.5.H: The standards observed relating to the number of course meetings and total time spent in the course or in satisfying the course requirements shall be comparable to those observed on the originating campus. An exception to course meeting time is allowed as defined in the Competency-Based Learning (CBL) section in the State Regents' *Academic Calendars* policy. Institutions utilizing this exception must have documented and validated methods for students to demonstrate competencies, student assessment, and awarding academic credit as required by the CBL section.
- 2. OSRHE Policy 3.19.3: The uniform academic calendar for institutions in the State System consists of the fall and spring semesters and a summer session. All classes are expected to meet for sixteen weeks, and no institution, academic department, or individual faculty member is authorized to reduce the number of academic weeks in the standard semester without specific approval of the State Regents. Those institutions which reserve the final week of the semester as a testing period shall ensure that all classes meet during the testing period.
The semester-credit-hour is the standard and traditional unit of credit to be used by institutions in evaluating a student's educational attainment and progress. For more information about how credit hours are calculated, consult the [Definition of a Credit Hour \(Procedure\)](#) online.

3.0 Procedure

- 1. The Office of the Registrar and Office of Academic Affairs will work with Department Chairs and Deans to review and update the standard course schedule for the university.
- 2. Any course scheduled for the Summer Session (4 or 8 Week), Fall or Spring Semester (8, 12, or 16 Week) shall adhere to the established course meeting times set forth in this document, with the following exceptions:
 - a. Early Morning, Late Night, Friday Night, Non-standard Session Formats. The only requirements for approval of any scheduling format for **early morning (classes which begin before 8:00 a.m.), late night (classes which begin after 9:00 p.m.), Friday night (beginning at 4:00 p.m. or later), non-standard session (classes offered during intersessions or on holidays)** are that such classes must meet an appropriate number of minutes as prescribed by OSRHE calendar policy and that any overlap with standard scheduling formats must be approved by an academic dean.
 - b. Hybrid Course Formats. Hybrid courses may be scheduled in credit-hour based blocks of time for the correct number of minutes as determined by the ratio of face-to-face

- instruction to online instruction. The face-to-face portion of Hybrid courses must be scheduled using the standard scheduling times stated in the procedure document.
- c. Workshops. Workshops must be scheduled to provide adequate time to achieve student learning outcomes.
 3. Requests by departments to vary from prescribed scheduling formats must be delivered to the VPAA through the appropriate academic dean prior to submission of the schedule. Such requests must include a supporting rationale, an estimate of the impact on classroom space availability, intended audience, and a proposed day and time for the final examination period which does not cause students to have conflicts with other scheduled final examinations. Notice of approval from the VPAA must be received prior to scheduling a course in a nonstandard format.

4.0 Standard Course Meeting Times and Standard Final Exam Schedules

Tables of standard course scheduling times and standard final exam schedules are included in Appendix A and B.

Contacts

Procedure Questions: Registrar (580) 581-2238 or Academic Affairs (580) 581-2250

Procedure History

Procedure

Issue Date: 06/2009
Reviewed, no revision:
Revised: 07/2015; 06/2021

APPENDIX A – STANDARD COURSE MEETING TIME SCHEDULES

A1. SUMMER 8 WEEK SESSION LECTURE (1 HOUR)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
1	M, T, W, R, F, S	8:00A	9:40A	1	100	100	-
1	M, T, W, R, F, S	11:00A	12:40P	1	100	100	-
1	M, T, W, R, F, S	2:00P	3:40P	1	100	100	-

A2. SUMMER 8 WEEK SESSION LECTURE (2 HOURS)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
2	MW, TR, FS	8:00A	9:40A	2	100	200	-
2	MW, TR, FS	11:00A	12:40P	2	100	200	-
2	MW, TR, FS	2:00P	3:40P	2	100	200	-
2	MW, TR, FS	5:00P	6:40P	2	100	200	-

A3. SUMMER 8 WEEK SESSION LECTURE (3 HOURS)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
3	MW, TR, FS	8:00A	10:45A	2	165	330	15
3	MW, TR, FS	11:00A	1:45P	2	165	330	15
3	MW, TR, FS	2:00P	4:45P	2	165	330	15
3	MW, TR, FS	5:00P	7:45P	2	165	330	15
3	MW, TR, FS	5:30P	8:15P	2	165	330	15
3	MW, TR, FS	6:30P	9:15P	2	165	330	15
3	MTWR	8:00A	9:15A	4	75	300	-
3	MTWR	9:30A	10:45A	4	75	300	-
3	MTWR	11:00A	12:15P	4	75	300	-
3	MTWR	12:30P	1:45P	4	75	300	-
3	MTWR	2:00P	3:15P	4	75	300	-
3	MTWR	3:30P	4:45P	4	75	300	-
3	MTWR	5:00P	6:15P	4	75	300	-
3	MTWR	5:30P	6:45P	4	75	300	-
3	MTWR	6:30P	7:45P	4	75	300	-
3	MTWR	8:00P	9:15P	4	75	300	-

A4. SUMMER 8 WEEK SESSION LECTURE (4 HOURS)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
4	MTWR	8:00A	9:45A	4	105	420	5
4	MTWR	11:00A	12:45P	4	105	420	5
4	MTWR	2:00P	3:45P	4	105	420	5
4	MTWR	5:00P	6:45P	4	105	420	5

A5. SUMMER 8 WEEK SESSION LECTURE (5 HOURS)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
5	MTWR	8:00A	10:15A	4	135	540	10
5	MTWR	11:00A	1:15P	4	135	540	10
5	MTWR	2:00P	4:15P	4	135	540	10
5	MTWR	5:00P	7:15P	4	135	540	10

A6. SUMMER 8 WEEK SESSION LABORATORY (2 HOURS)							
Laboratory Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
2	MW, TR, FS	8:00A	9:50A	2	110	220	-
2	MW, TR, FS	11:00A	12:50P	2	110	220	-
2	MW, TR, FS	2:00P	3:50P	2	110	220	-
2	MW, TR, FS	5:00P	6:50P	2	110	220	-
2	MW, TR, FS	7:00P	8:50P	2	110	220	-

A7. SUMMER 8 WEEK SESSION LABORATORY (3 HOURS)							
Laboratory Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
3	MW, TR, FS	8:00A	10:50A	2	170	340	-
3	MW, TR, FS	11:00A	1:50P	2	170	340	-
3	MW, TR, FS	2:00P	4:50P	2	170	340	-
3	MW, TR, FS	6:30P	9:20P	2	170	340	-

A8. SUMMER 4 WEEK SESSION LECTURE (3 HOURS)							
Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
3	MTWR	8:00A	10:45A	4	165	660	15
3	MTWR	11:00A	1:45P	4	165	660	15
3	MTWR	2:00P	4:45P	4	165	660	15
Lectures and Laboratories may be scheduled in the following time slots on FS:							
	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
	FS	8:00A	10:50A	2	170	340	-
	FS	11:00A	1:50P	2	170	340	-
	FS	2:00P	4:50P	2	170	340	-

A9. FALL/SPRING 16 WEEK SESSION LECTURE (1 HOUR)

(50 min. sessions must fit within a standard 75 min time slot)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
1	M, T, W, R, F, S	8:00A	8:50A	1	50	50	-
1	M, T, W, R, F, S	9:30A	10:20A	1	50	50	-
1	M, T, W, R, F, S	11:00A	11:50A	1	50	50	-
1	M, T, W, R, F, S	12:30P	1:20P	1	50	50	-
1	M, T, W, R, F, S	2:00P	2:50P	1	50	50	-
1	M, T, W, R, F, S	3:30P	4:20P	1	50	50	-
1	M, T, W, R, F, S	5:00P	5:50P	1	50	50	-
1	M, T, W, R, F, S	6:30P	7:20P	1	50	50	-
1	M, T, W, R, F, S	8:00P	8:50P	1	50	50	-

A10. FALL/SPRING 16 WEEK SESSION LECTURE (2 HOURS)

(100 min. sessions must fit within two standard 75 min time slots;

50 min sessions must fit within one standard 75 min. time slots)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
2	M, T, W, R, F, S	8:00A	9:40A	1	100	100	-
2	M, T, W, R, F, S	11:00A	12:40P	1	100	100	-
2	M, T, W, R, F, S	2:00P	3:40P	1	100	100	-
2	M, T, W, R, F, S	5:00P	6:40P	1	100	100	-
2	M, T, W, R, F, S	5:30P	7:10P	1	100	100	-
2	M, T, W, R, F, S	8:00P	9:40P	1	100	100	-
2	MW, TR, FS	8:00A	8:50A	2	50	100	-
2	MW, TR, FS	9:30A	10:20A	2	50	100	-
2	MW, TR, FS	11:00A	11:50A	2	50	100	-
2	MW, TR, FS	12:30P	1:20P	2	50	100	-
2	MW, TR, FS	2:00P	2:50P	2	50	100	-
2	MW, TR, FS	3:30P	4:20P	2	50	100	-
2	MW, TR, FS	5:00P	5:50P	2	50	100	-
2	MW, TR, FS	6:30P	7:20P	2	50	100	-
2	MW, TR, FS	8:00P	8:50P	2	50	100	-

A11. FALL/SPRING 16 WEEK SESSION LECTURE (3 HOURS)							
Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
3	M, T, W, R, F, S	8:00A	10:45A	1	165	165	10
3	M, T, W, R, F, S	11:00A	1:45P	1	165	165	10
3	M, T, W, R, F, S	2:00P	4:45P	1	165	165	10
3	M, T, W, R, F, S	4:30P ¹	7:15P ¹	1	165	165	10
3	M, T, W, R, F, S	6:30P	9:15P	1	165	165	10
3	M, T, W, R, F, S	7:30P ¹	10:15P ¹	1	165	165	10
3	MW, TR, FS	8:00A	9:15A	2	75	150	-
3	MW, TR, FS	9:30A	10:45A	2	75	150	-
3	MW, TR, FS	11:00A	12:15P	2	75	150	-
3	MW, TR, FS	12:30P	1:45P	2	75	150	-
3	MW, TR, FS	2:00P	3:15P	2	75	150	-
3	MW, TR, FS	3:30P	4:45P	2	75	150	-
3	MW, TR, FS	5:00P	6:15P	2	75	150	-
3	MW, TR, FS	5:30P	6:45P	2	75	150	-
3	MW, TR, FS	6:30P	7:45P	2	75	150	-
3	MW, TR, FS	8:00P	9:15P	2	75	150	-
3	MWF	8:00A	8:50A	3	50	150	-
3	MWF	9:30A	10:20A	3	50	150	-
3	MWF	11:00A	11:50A	3	50	150	-
3	MWF	12:30P	1:20P	3	50	150	-
3	MWF	2:00P	2:50P	3	50	150	-
3	MWF	3:30P	4:20P	3	50	150	-
3	MWF	5:00P	5:50P	3	50	150	-
3	MWF	6:30P	7:20P	3	50	150	-
3	MWF	8:00P	8:50P	3	50	150	-
3	MTWR ²	8:00A ³	8:40A ³	4	40	160	-
3	MTWR ²	9:30A	10:10A	4	40	160	-
3	MTWR ²	11:00A	11:40A	4	40	160	-
3	MTWR ²	12:30P ⁴	1:10P ⁴	4	40	160	-
3	MTWR ²	2:00P	2:40P	4	40	160	-
3	MTWR ²	3:30P	4:10P	4	40	160	-
3	MTWR ²	5:00P	5:40P	4	40	160	-
3	MTWR ²	6:30P	7:10P	4	40	160	-
3	MTWR ²	8:00P	8:40P	4	40	160	-

¹Graduate courses.

²Primarily for developmental courses.

³Paired course time 8:40A-9:20A.

⁴Paired course time 1:10P-1:50P.

A12. FALL/SPRING 16 WEEK SESSION LECTURE (3 HOURS) (OFF-CAMPUS CONCURRENT COURSES)							
Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
LAWTON PUBLIC SCHOOLS (LIFE READY CENTER)							
3	MW, TR	8:00A	9:30A	2	90	180	-
3	MW, TR	9:35A	11:05A	2	90	180	-
3	MW, TR	12:30P	2:00P	2	90	180	-
ALL OTHER AREA HIGH SCHOOLS							
3	MW, TR	8:30A	9:45A	2	75	150	-

A13. FALL/SPRING 16 WEEK SESSION LECTURE (4 HOURS)							
Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
4	MW, TR, FS	8:00A	9:45A	2	105	210	-
4	MW, TR, FS	11:00A	12:45P	2	105	210	-
4	MW, TR, FS	2:00P	3:45P	2	105	210	-
4	MW, TR, FS	6:30P	8:15P	2	105	210	-
4	MWF	8:00A	9:10A	3	70	210	-
4	MWF	9:30A	10:40A	3	70	210	-
4	MWF	11:00A	12:10P	3	70	210	-
4	MWF	12:30P	1:40P	3	70	210	-
4	MWF	2:00P	3:10P	3	70	210	-
4	MWF	3:30P	4:40P	3	70	210	-
4	MWF	5:00P	6:10P	3	70	210	-
4	MWF	6:30P	7:40P	3	70	210	-
4	MTWR	8:00A	8:55A	4	55	220	-
4	MTWR	9:30A	10:25A	4	55	220	-
4	MTWR	11:00A	11:55A	4	55	220	-
4	MTWR	12:30P	1:25P	4	55	220	-
4	MTWR	2:00P	2:55P	4	55	220	-
4	MTWR	3:30P	4:25P	4	55	220	-
4	MTWR	5:00P	5:55P	4	55	220	-
4	MTWR	6:30P	7:25P	4	55	220	-
4	MTWR	8:00P	8:55P	4	55	220	-

A14. FALL/SPRING 16 WEEK SESSION LECTURE (5 HOURS)							
Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
5	MTWR	8:00A	9:05A	4	65	260	-
5	MTWR	9:30A	10:35A	4	65	260	-
5	MTWR	11:00A	12:05P	4	65	260	-
5	MTWR	12:30P	1:35P	4	65	260	-
5	MTWR	2:00P	3:05P	4	65	260	-
5	MTWR	3:30P	4:35P	4	65	260	-
5	MTWR	5:00P	6:05P	4	65	260	-
5	MTWR	6:30P	7:35P	4	65	260	-
5	MTWR	8:00P	9:05P	4	65	260	-

A15. FALL/SPRING 16 WEEK SESSION LABORATORY (2 HOURS)

(Labs are assumed to meet 15 weeks during the semester and lab contact hours have been increased accordingly to compensate for not meeting during finals week.)

Laboratory Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
2	M, T, W, R, F, S	8:00A	9:50A	1	110	110	-
2	M, T, W, R, F, S	9:30A	11:20A	1	110	110	-
2	M, T, W, R, F, S	11:00A	12:50P	1	110	110	-
2	M, T, W, R, F, S	2:00P	3:50P	1	110	110	-
2	M, T, W, R, F, S	5:00P	6:50P	1	110	110	-
2	M, T, W, R, F, S	7:00P	8:50P	1	110	110	-
2	MW, TR, FS	8:00A	8:55A	2	55	110	-
2	MW, TR, FS	9:30A	10:25A	2	55	110	-
2	MW, TR, FS	11:00A	11:55A	2	55	110	-
2	MW, TR, FS	12:30P	1:25P	2	55	110	-
2	MW, TR, FS	2:00P	2:55P	2	55	110	-
2	MW, TR, FS	3:30P	4:25P	2	55	110	-
2	MW, TR, FS	5:00P	6:55P	2	55	110	-
2	MW, TR, FS	6:30P	7:25P	2	55	110	-

A16. FALL/SPRING 16 WEEK SESSION LABORATORY (3 HOURS)

Laboratory Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
3	M, T, W, R, F, S	8:00A	10:50A	1	170	170	10
3	M, T, W, R, F, S	9:30A	12:20P	1	170	170	10
3	M, T, W, R, F, S	11:00A	1:50P	1	170	170	10
3	M, T, W, R, F, S	2:00P	4:50P	1	170	170	10
3	M, T, W, R, F, S	6:30P	9:20P	1	170	170	10
3	MW, TR, FS	8:00A	9:25A	2	85	170	-
3	MW, TR, FS	9:30A	10:55A	2	85	170	-
3	MW, TR, FS	11:00A	12:25P	2	85	170	-
3	MW, TR, FS	12:30P	1:55P	2	85	170	-
3	MW, TR, FS	2:00P	3:25P	2	85	170	-
3	MW, TR, FS	3:30P	4:55P	2	85	170	-
3	MW, TR, FS	5:00P	6:25P	2	85	170	-
3	MW, TR, FS	6:30P	7:55P	2	85	170	-

A17. FALL/SPRING 16 WEEK SESSION LABORATORY (4 HOURS)

Laboratory Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
4	M, T, W, R, F, S	8:00A	11:50A	1	230	230	15
4	M, T, W, R, F, S	12:30P	4:20P	1	230	230	15
4	M, T, W, R, F, S	5:00P	8:50P	1	230	230	15
4	MW, TR, FS	8:00A	9:55A	2	115	230	5
4	MW, TR, FS	11:00A	12:55P	2	115	230	5
4	MW, TR, FS	2:00P	3:55P	2	115	230	5
4	MW, TR, FS	5:00P	6:55P	2	115	230	5

A18. FALL/SPRING 16 WEEK SESSION LABORATORY/STUDIO (6 HOURS)

Lab/Studio Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
6	M, T, W, R, F, S	8:00A	1:40P	1	340	340	20
6	M, T, W, R, F, S	2:00P	7:40P	1	340	340	20
6	MW, TR, FS	8:00A	10:50A	2	170	340	10
6	MW, TR, FS	9:30A	12:20P	2	170	340	10
6	MW, TR, FS	11:00A	1:50P	2	170	340	10
6	MW, TR, FS	2:00P	4:50P	2	170	340	10
6	MW, TR, FS	5:30P	8:20P	2	170	340	10

A19. FALL/SPRING 12 WEEK SESSION LECTURE (3 HOURS)

(50 min. sessions must fit within a standard 75 min time slot)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
3	MTWR	8:00A	8:55A	4	55	220	-
3	MTWR	9:30A	10:25A	4	55	220	-
3	MTWR	11:00A	11:55A	4	55	220	-
3	MTWR	12:30P	1:25P	4	55	220	-
3	MTWR	2:00P	2:55P	4	55	220	-
3	MTWR	3:30P	4:25P	4	55	220	-
3	MTWR	5:00P	5:55P	4	55	220	-
3	MTWR	6:30P	7:25P	4	55	220	-

A20. FALL/SPRING 8 WEEK SESSION LECTURE (1 HOUR)

(100 min. sessions must fit within two standard 75 min time slots)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
1	M, T, W, R, F, S	8:00A	9:40A	1	100	100	-
1	M, T, W, R, F, S	11:00A	12:40P	1	100	100	-
1	M, T, W, R, F, S	2:00P	4:40P	1	100	100	-

A21. FALL/SPRING 8 WEEK SESSION LECTURE (2 HOURS)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
2	MW, TR, FS	8:00A	9:45A	2	105	210	-
2	MW, TR, FS	11:00A	1:45P	2	105	210	-
2	MW, TR, FS	2:00P	4:45P	2	105	210	-
2	MW, TR, FS	3:30P	5:15P	2	105	210	-
2	MW, TR, FS	5:00P	6:45P	2	105	210	-
2	MW, TR, FS	5:30P	7:15P	2	105	210	-

A22. FALL/SPRING 8 WEEK SESSION LECTURE (3 HOURS)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
3	MW, TR, FS	8:00A	10:45A	2	165	330	-
3	MW, TR, FS	11:00A	1:45P	2	165	330	-
3	MW, TR, FS	2:00P	4:45P	2	165	330	-
3	MW, TR, FS	5:30P	8:15P	2	165	330	-
3	MW, TR, FS	6:30P	9:15P	2	165	330	-
3	MTWR	8:00A	9:20A	4	80	320	-
3	MTWR	9:30A	10:50A	4	80	320	-
3	MTWR	11:00A	12:20P	4	80	320	-
3	MTWR	12:30P	1:50P	4	80	320	-
3	MTWR	2:00P	3:20P	4	80	320	-
3	MTWR	3:30P	4:50P	4	80	320	-
3	MTWR	5:00P	6:20P	4	80	320	-
3	MTWR	6:30P	7:50P	4	80	320	-
3	MTWR	8:00P	9:20P	4	80	320	-

A23. FALL/SPRING 8 WEEK SESSION LECTURE (4 HOURS)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
4	MTWR	8:00A	9:50A	4	110	440	-
4	MTWR	11:00A	12:50P	4	110	440	-
4	MTWR	2:00P	3:50P	4	110	440	-

A24. FALL/SPRING 8 WEEK SESSION LECTURE (5 HOURS)

Lecture Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
5	MTWR	8:00A	10:20A	4	140	560	5
5	MTWR	11:00A	1:20P	4	140	560	5
5	MTWR	2:00P	4:20P	4	140	560	5

A25. FALL/SPRING 8 WEEK SESSION LABORATORY (2 HOURS)

(Labs are assumed to meet 7 weeks during the semester and lab contact hours have been increased accordingly to compensate for not meeting during finals week.)

Laboratory Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
2	MW, TR, FS	8:00A	9:55A	2	115	230	-
2	MW, TR, FS	11:00A	12:55P	2	115	230	-
2	MW, TR, FS	2:00P	3:55P	2	115	230	-

A26. FALL/SPRING 8 WEEK SESSION LABORATORY (3 HOURS)

(Labs are assumed to meet 7 weeks during the semester and lab contact hours have been increased accordingly to compensate for not meeting during finals week.)

Laboratory Hours	Day(s)	Start	End	Mtgs/Wk	Mins/Mtg	Mins/Wk	Mins/Break
3	MW, TR, FS	8:00A	10:55A	2	175	350	-
3	MW, TR, FS	11:00A	1:55P	2	175	350	-
3	MW, TR, FS	2:00P	4:55P	2	175	350	-

APPENDIX B – STANDARD FINAL EXAM SCHEDULES

B1. 12 AND 16 WEEK STANDARD SLOTS (FALL/SPRING 5 DAY EXAM WEEK)

Slot	Time\Day	Day 1 Monday A	Day 2 Tuesday B	Day 3 Wednesday C	Day 4 Thursday D	Day 5 Friday E
1	08:00A-10:00 A	08:00A M/MW/W/MWF 08:00A MTWR	08:00A/08:30 T/TR/R	09:30A M/MW/W/MWF 09:30A MTWR	09:30A T/TR/R	08:00A F/S/FS
2	10:15A-12:15P	11:00A M/MW	11:00A T/TR 11:00A MTWR	11:00A W/MWF	11:00A R	09:30A F/S/FS
3	12:30P-02:30P	12:30P M/MW/W/MWF 12:30P MTWR	12:30P T/TR/R	02:00P M/MW/W/MWF 02:00P MTWR	02:00P T/TR/R	11:00A/12:30P F/S/FS
4	02:45P-04:45P		03:30P MTWR	03:30P W/MWF	03:30P T	02:00P/03:30P F/S/FS
5	05:00P-07:00P	04:30P M 05:00P/05:30P MW 05:00P MTWR	04:30P T 05:00P/05:30P TR	04:30P W 05:00P MWF	04:30P R	04:30 F/S 05:00P/05:30 FS
6	07:15P-10:15P	06:30P/07:30P M 06:30P/08:00P MW	06:30P/07:30P T 06:30P/08:00P TR 06:30P MTWR	06:30P/07:30P W 08:00P MTWR	06:30P/07:30 R	06:30P/07:30 F/S 06:30P/08:00P F/S/FS

B2. 2ND 8 WEEK STANDARD SLOTS (FALL/SPRING 5 DAY EXAM WEEK)

Slot	Time\Day	Day 1 Monday A	Day 2 Tuesday B	Day 3 Wednesday C	Day 4 Thursday D	Day 5 Friday E
1	08:00A-10:00 A	08:00A M/MW/W 08:00A MTWR	08:00A T/TR/R	09:30A MTWR		08:00A F/S
2	10:15A-12:15P	11:00A M/MW	11:00A T/TR 11:00A MTWR	11:00A W	11:00A R	09:30A F/S/FS
3	12:30P-02:30P	12:30P MTWR		02:00P M/MW/W 02:00P MTWR	02:00P T/TR/R	11:00A F/S/FS
4	02:45P-4:45P		03:30P MTWR			02:00P F/S/FS 03:30P FS
5	05:00P-07:00P	05:00P/05:30P MW 05:00P MTWR	05:00P/05:30P TR			05:00P/05:30 FS
6	07:15P-10:15P	06:30P MW	06:30P TR 06:30P MTWR	08:00P MTWR		06:30P F/S/FS

B3. 12 AND 16 WEEK STANDARD SLOTS (FALL/SPRING 4 DAY EXAM WEEK*)

*Exams are ONLY allowed for the 6:30 M course sections due to approved extended time; no other courses may hold exams on Monday. All other MW/MWF/MTWR classes will meet as scheduled on Monday.

Slot	Time\Day	Day 1 Tuesday A	Day 2 Wednesday B	Day 3 Thursday C	Day 4 Friday D
1	08:00A-10:00A	08:00A T/TR/R 08:00A MTWR	08:00A M/MW/W/MWF	09:30A T/TR/R 09:30A MTWR	08:00A F/S 09:30A M/MW/W/MWF/F/S
2	10:15A-12:15P	11:00A T/TR	11:00A M/MW/W/MWF 11:00A MTWR	11:00A R	11:00A F/S/FS
3	12:30P-02:30P	12:30 T/TR 12:30 MTWR	12:30P M/MW/W/MWF	02:00P T/TR/R	12:30P F/S/FS
4	02:45P-04:45P	03:30P T/R/TR 03:30P MTWR	02:00P M/MW/W/MWF 02:00P MTWR	03:30 M/W/MW	02:00P R/F/S/FS 03:30P R/F/S/FS
5	05:00P-07:00P	04:30P T 05:00P/05:30 T/TR 05:00P MTWR	04:30P M/W 05:00P M/MW/W/MWF 05:30P M/MW/W	04:30P/05:00P R/F/S/FS 05:30P FS	
6	07:15P-10:15P	06:30P T/TR 07:30P T 08:00P T/TR	06:30P MW/W/MWF 06:30P MTWR 07:30P W 08:00P MW/W/MWF	06:30P/07:30P/08:00P R/F/S 06:30P/08:00P FS 08:00P MTWR	

B4. 2ND 8 WEEK STANDARD SLOTS (FALL/SPRING 4 DAY EXAM WEEK)*

*Exams are ONLY allowed for the 6:30 M course sections due to approved extended time; no other courses may hold exams on Monday. All other MW/MWF/MTWR classes will meet as scheduled on Monday.

Slot	Time\Day	Day 1 Tuesday A	Day 2 Wednesday B	Day 3 Thursday C	Day 4 Friday D
1	08:00A-10:00A	08:00A T/TR/R 08:00A MTWR	08:00A M/MW/W	09:30A T/TR 09:30A MTWR	08:00A F/S/FS
2	10:15A-12:15P	11:00A T/TR	11:00A M/MW/W 11:00A MTWR	11:00A R	11:00A F/S/FS
3	12:30P-02:30P	12:30P MTWR		02:00 T/TR/R	
4	02:45P-04:45P	03:30P TR 03:30P MTWR	02:00P MW 02:00P MTWR	03:30P MW	02:00P F/S/FS 03:30P F/S/FS
5	05:00P-07:00P	05:00P/05:30P TR 05:00P MTWR	05:00P/05:30P MW	05:30P FS	
6	07:15P-10:15P	06:30P TR	06:30P MW 06:30P MTWR	06:30P FS 08:00P MTWR	