



STANDARD CLASS MEETINGS	
Responsible Official: <b>PROVOST</b>	Responsible Office: <b>OFFICE OF THE REGISTRAR</b>

### Policy Purpose

This policy specifies standard class meeting times and provides guidance when conflicts to these meeting times arise.

### Policy Statement

#### I. STANDARD CLASS MEETING TIMES.

Standard class times help reduce conflicts in students' schedules, room assignments, advising, and final exam scheduling. Standard course times were created to provide students ample time to travel between classes. Most course sections must adhere to the appropriate Standard Class Meeting Times Chart. This chart is located on the Office of the Registrar's course building [web page](#). Standard Day Class Meeting times are scheduled to allow breaks for transitions between classes.

Other than exceptions noted, classes that do not follow the Standard Class Meeting Times must obtain permission from the college dean, or the dean's designee.

#### II. STANDARD CLASS MEETING TIMES EXCEPTIONS.

Standard Class Meeting Times do not apply to:

- A. Non-Standard Meeting Time Courses,
- B. Summer or Winter Term Courses,
- C. Courses that are for greater or less than 3 credits, or
- D. Seven (7) week courses.

### III. SCHEDULING CONFLICTS.

#### A. Overlapping Classes.

As a general rule, students are not permitted to register for Overlapping Classes unless they obtain a time conflict permit. Where students have extenuating circumstances, such as needing to meet degree requirements, instructors may approve, but are under no obligation to approve, the request.

To enroll in overlapping classes, students need:

1. written permission, such as an email from each instructor to each of the departments, for a time conflict permit to be added to the system. Failure to obtain the permission from all instructors may result in students being administratively dropped from the class by the Registrar's Office or receiving a lower grade.
2. an approved plan for student attendance. Students should understand and agree to follow the attendance plan. Failure to follow the attendance plan, as outlined in the course syllabus, may result in the student receiving an administrative withdrawal by the Registrar's Office or a lower final grade.

#### B. Back-to-Back Classes.

Students should be mindful when registering for classes that present challenges for on-time arrival to the second class. Students should be aware of their class times and allow enough time to travel to their classes when building their schedules. It is the responsibility of the student to discuss with the instructor any issues that may arise from Back-to-Back Classes. If the instructor of the second course is unable to accommodate late arrivals or early departures from the class, the student should drop one of the classes or find a different class that will allow attendance for the full class period.

Authority: Focus Act § 49-8-203, et seq.

Previous Policy:

#### **Defined Terms**

***A defined term has a special meaning within the context of this policy.***

Back-to-Back Classes	A pair of classes in which one class ends one to five minutes before another class begins. Registration is allowed in the system as no time conflict exists.
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**Non-Standard Meeting Time Courses**

Courses that do not follow the Standard Class Meeting Times due to the specialized nature of the course instructional mode that does not support structured, standard times such as lab sections, studio sections, off-campus location courses, learning support courses, practicum courses, field courses, and study abroad courses.

**Overlapping Classes**

A pair of classes in which one class ends after the start time and before the end time of the second class. Registration is prevented in the system unless the student has a time conflict permit added to allow registration.

**Standard Class Meeting Times**

Class meeting times as noted on the Standard Day Class Times chart on the Office of the Registrar website. Standard Class Meeting times are scheduled with breaks for transitions between classes.

## **Policy History**

### **Effective Date**

- a. Initial:
- b. Revised:

## **Procedure**

### **Procedure History**

### **Effective Date**

- a. Initial:
- b. Revised:

## **Related Form(s)**

## [Standard Meeting Times](#)

### **Scope and Applicability**

Primary:

Secondary: