Policy Number: 79-2
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SCHEDULING OF COURSES

Contact Hour Standards by Instructional Method

The following standards apply to both undergraduate and graduate programs and are based on the 10-week sessions during fall, winter and spring quarters. These calculations do not include finals week. Summer quarter session figures follow at the end of this policy. Each credit defined below includes an expectation of two hours of out of class effort each week in accordance with the Carnegie Unit standard.

1. **Lecture and Seminar** – courses with multiple students that meet to engage students in various forms of group instruction.

   These contact hours are considered to be both the **minimum hours required** and the **maximum hours allowed** per week.

   5 credits = 250 contact minutes (4 hrs/10 mins)
   4 credits = 200 contact minutes (3 hrs/20 mins)
   3 credits = 150 contact minutes (2 hrs/30 mins)
   2 credits = 100 contact minutes (1 hr/40 mins)
   1 credit = 50 contact minutes

3. **Laboratory** – may include lecture or discussion time plus scheduled supervised or independent laboratory work.

   These contact hours are considered to be the **minimum hours** required per week. Each department offering these types of courses may determine more contact hours as needed. The contact hours for these courses are based on a 2:1 ratio (50 minutes x 2 = 1 lab credit)

   5 credits = 500 contact minutes (8 hrs/20 mins)
   4 credits = 400 contact minutes (6 hrs/40 mins)
   3 credits = 300 contact minutes (5 hrs)
   2 credits = 200 contact minutes (3 hrs/20 mins)
   1 credit = 100 contact minutes (1 hr/40 mins)

4. **Practice** – examples of practice courses include supervised clinical rounds, visual or performing art studio, supervised student teaching, field work, etc.

   These contact hours are considered to be the **minimum hours** required per week. Each department offering these types of courses may determine more contact hours as needed.

   5 credits = 360 contact minutes (6 hrs)
   4 credits = 288 contact minutes (4 hrs/48 mins)
   3 credits = 216 contact minutes (3 hrs/36 mins)
   2 credits = 144 contact minutes (2 hrs/24 mins)

1 credit = 72 contact minutes (1 hr/12 mins)

5. **Online, Internships, Independent Studies, Practicum/Field Experience, and Research Project** - courses that are conducted via a synchronous or asynchronous online delivery or those that involve self directed and offsite engagement for independent learning and/or experience development.

   These contact hours are considered to be the **minimum hours** required per week. Each department offering these types of courses may determine more contact hours as needed.

   5 credits = 900 contact minutes (15 hrs)
   4 credits = 720 contact minutes (12 hrs)
   3 credits = 540 contact minutes (9 hrs)
   2 credits = 360 contact minutes (6 hrs)
   1 credit = 180 contact minutes (3 hrs)

Scheduling Guidelines

1. No courses are to be scheduled during the Tuesday or Thursday 12:20-1:30 pm timeslot so that club meetings, faculty meetings, and other activities can be held during that time.

2. Any course that is fewer than 5 credits, and is offered during the day, must have a start and end time that extends no further than one published time block.

3. Graduate courses only may be scheduled at other times only with approval of the Scheduling Team Lead, appointed by the Associate Provost.

4. The maximum number of classes offered by each school or college during high demand slots has been allocated by the Scheduling Team. Schools and Colleges must balance their sections by time of day and by day of week within the published and allocated slots.

5. Exceptions to offerings within existing guidelines and timeslots must be approved by the Scheduling Team Lead.

Master Schedule

The approved 5 credit undergraduate schedule times for day lecture and seminar courses as well as the start times for evening undergraduate and graduate courses for on campus offerings follow for fall, winter and spring quarters:

	Monday	Tuesday	Wednesday	Thursday	Friday
7:45am	7:45am - 9:10am		7:45am - 9:10am		7:45am - 9:10am
8:00am		8:00am - 10:05am		8:00am - 10:05am	
9:00am					
10:00am	9:20am – 10:45am		9:20am – 10:45am		9:20am – 10:45am
		10:15am - 12:20pm		10:15am - 12:20pm	
11:00am	10:55am - 12:20pm		10:55am - 12:20pm		10:55am - 12:20pm
12:00pm					
	12:30pm - 1:55pm	12:20pm - 1:30pm (OPEN TIME, no class scheduled)	12:30pm - 1:55pm	12:20pm - 1:30pm (OPEN TIME, no class scheduled)	12:30pm - 1:55pm
1:00pm					
2:00pm	2:05pm - 3:30pm	1:30pm - 3:35pm	2:05pm - 3:30pm	1:30pm - 3:35pm	2:05pm - 3:30pm
3:00pm					
4:00pm	3:40pm - 5:45pm	3:45pm - 5:50pm	3:40pm - 5:45pm	3:45pm - 5:50pm	3:30pm - 6:00pm (OPEN TIME, no class scheduled)
5:00pm					
		6:00 PM		6:00 PM	
	6:00 PM		6:00 PM		6:00 PM

Summer School Master Schedule

For Lecture/Seminar classes, one hour of credit must be matched by a total of 500 minutes of instruction.

- Five credit classes scheduled daily for eight weeks will run 65 minutes as follows:

7:45 - 8:50 a.m.	11:30 - 12:35 p.m.
9:00 - 10:05 a.m.	12:45 - 1:50 p.m.
10:15 - 11:20 a.m.	2:00 - 3:05 p.m.
	3:15 - 4:20 p.m.

Five credit classes scheduled daily for four weeks will run 130 minutes as follows:

6:45 - 8:55am	11: 45 - 1:55pm
9:15 -11:25am	2:15 - 4:25pm

- Five credit classes meeting fewer than five days per week, the following meeting days and contact hours must apply:

Eight-week:	M-Th or MTThF, 80 minutes per day
	MW or TTh, 160 minutes per day
	MWF, 105 minutes per day
Four-week:	M-Th of MTThF, 160 minutes per day
	MW or TTh, 315 minutes per day
	MWF, 210 minutes per day

Cancelled or Re-Scheduled Courses

When a course is cancelled or re-scheduled for another time and/or day, it is the responsibility of the department making the change to notify all students who are enrolled in the course. This notification should be done in a timely manner so that students will have an opportunity to readjust their schedules as needed.

Final Examination Schedules

Final examinations are to be administered during final examinations week only, according to the schedule as provided in the quarterly *Schedule of Classes*, and not during the last week of the quarter.

Independent Study Courses

For registration and grading purposes, an individual course section must be created for every student taking an Independent Study Course. The *Schedule of Classes* will list a 200, 300, 400 or 500 or 600 level variable credit Independent Study course for each discipline. To register, a student must submit a completed *Independent Study Registration Form* to the Office of the Registrar.

Special Exceptions

1. Standing exceptions to the Master Schedule above must be approved by the Associate Provost for Academic Affairs.

   - Documented exceptions to this policy are:

- College of Education - for any courses scheduled in Loyola during the day
- School of Theology and Ministry - for any courses scheduled in Hunthausen Hall
- College of Nursing, for courses scheduled in James Tower, and for other campus rooms, in consultation with the scheduling team.
- Leadership MBA and Organization Systems Renewal, for all courses scheduled in Chardin
- Diagnostic Ultrasound for classes scheduled in Chardin

3. **Friday Night/Saturday/Sunday Graduate Courses**

- These courses may meet at any time as scheduled by the schools/departments and are dependent on availability of classrooms
- All other sections of this policy remain in effect for these courses
- At no time will classes be scheduled on Easter weekend (Good Friday, Saturday, Sunday) or over the Christmas/New Year's break.

4. **Continuing Education:**

- Classrooms needed for these courses will be reserved through Conference and Event Services, and will be scheduled into classrooms only after the regular class schedule it set for the quarter. These courses are not offered as credit but rather as continuing education units (CEUs) and therefore fall under separate guidelines for scheduling of courses and contact hours

5. **Post-Bacc Credit Courses (900 level)**:

- Due to the special nature of these courses only the "Contact Hours" section of this policy applies to this program, scheduling is managed by the College of Education.
- If any of these courses are offered on Seattle University's campus, the assigning of classrooms is dependent on availability and will be scheduled by the Registrar's Office only after all courses to which this policy applies in full have been scheduled.

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