

**4 hour class times: Standard class meeting time guidelines from the 4 credit campus scheduling committee, in order to reduce the number of course conflicts, both for student scheduling and for room scheduling.**

4 credit classes meet for a total of 200 minutes per week. Possibilities include:

- 50 minute class meetings four times per week, starting on the hour, as the 4 credit Modern Languages courses have done for years;
- or 100 minute class meetings twice per week (within the 2 hour block combinations outlined below; listed in the schedule of classes as, for example, 8-9:50, which includes a break at the instructor's discretion);
- or a 200 minute class meeting once per week (for example: 4:30 to 7:50 p.m.).

Starting Fall term 2003, any 4 credit course that meets twice a week for 100 minutes should **begin on an even hour**. The goal is to reduce the number of time conflicts for student scheduling, room scheduling, and final exam scheduling, particularly between 8 a.m. and 4 p.m. After 4 p.m., there is more flexibility in scheduling for both 3 and 4 credit courses. Once per week night classes, for example, could begin at 4, 4:30, or 5.

Starting Fall term 2003, scheduling options for twice a week 4 credit courses for all departments are:

- 8-10 a.m.
- 10-12 noon
- 12-2 p.m.
- 2-4 p.m.
- 4-6 p.m. note: after 4 p.m., class starting times are more flexible, ie. 5-7 p.m.
- 6-8 p.m.

On one of the following combinations of days:

- TR
- MW
- MF
- or WF

In other words, starting Fall 2003, classes should not be scheduled to meet in MR or TF combinations. Courses should either meet TR, or else on two of the three days MWF. This reduces student scheduling conflicts between 4 credit classes and 3 credit classes meeting on the MWF or TR schedule.

Note: to optimize room utilization, two classrooms can be used for three different courses scheduled in the same two hour block MW, MF, and WF. The WF course would meet in the MF course's room on Wednesdays and in the MW course's room on Fridays. WF classes, therefore, have a different final exam time to avoid room conflicts.

Faculty Senate campus 4 credit scheduling committee members include: John Leadley, Karen Haberman, Eric Cooley, Tom Bergeron, Ann Bliss.

**Western Oregon University  
Traditional 3 credit course meeting times**

3 credit courses meet for a total of 150 minutes per week. For years at Western, departments have scheduled 3 credit courses to meet following one of three formats:

- MWF for 50 minutes starting on the hour.
- or Tuesday and Thursday for 80 minutes, starting at set times:  
8:00 - 9:20  
9:30 - 10:50  
11:00 - 12:20  
12:30 - 1:50  
2:00 - 3:20  
3:30 - 4:50  
(It is not clear why TR classes have traditionally met for 160 minutes per week.)
- or once per week for 150 minutes. Traditionally, once per week night classes have started at 4:30 p.m. (At one time a second set of night classes began at 7:25 p.m., though these are no longer common.)

Note: After 4 p.m., there is more flexibility in scheduling for both 3 credit and 4 credit courses. Once per week night classes, for example, could begin at 4, 4:30, or 5.

**Proposed new 3 credit course time**

Faculty Senate may wish to consider approving an additional 3 credit course meeting time:

- MW 3:00 - 4:20 p.m.

Departments recognize that MWF 3:00-3:50 is not a popular classtime with either students or faculty. Campus-wide, not many 3 credit MWF classes are scheduled at 3 p.m. or 4 p.m., so students should not have problems with this proposed classtime conflicting with another course they need to take.

The proposed MW 3-4:20 classtime makes use of empty classrooms between the more popular 2-2:50 MWF classtime and a 4:30 p.m. night class. MW 3-4:20 may also be appealing to faculty who prefer for some courses the longer twice per week class meetings of the traditional 3 credit courses which meet for 80 minutes on Tuesdays and Thursdays. The final exam time for the proposed new classtime would be at the time designated for a course whose first class meeting is Monday at 3 p.m.

Note: Departments could still offer courses MWF 3-3:50 instead of or in addition to the proposed time of MW 3-4:20.

**Amendment July 14, 2015**

Exceptions to these guidelines would need to be proposed to and arranged with the appropriate college dean with the goal of maximizing classroom usage and student access to required courses.