

DRAFT

Procedures for Class Scheduling and Common Meeting Time Policy

Class Scheduling

Milledgeville Campus Daytime

- The schedule is based on three credit hour courses
- MWF 8am-2pm classes meet three days a week, starting on the hour and lasting fifty minutes.
- TR 8am-5pm and MW 2-5pm classes meet two days a week, starting every ninety minutes, lasting 75 minutes. The regular start times are 8am, 9:30am, 11am, 12:30pm, 2pm and 3:30pm.

Milledgeville Campus, Macon Center, and Robins Graduate Center Evening and Weekend

- The schedule is based on three credit hour courses
- MTWR evening classes meet one day a week lasting 150 minutes (The class sessions commonly are scheduled for 165 minutes with a 15 minute break, i.e., 5:30-8:15pm); start times vary slightly by discipline but are usually 4:30pm, 5pm or 5:30pm
- Classes are scheduled on Saturdays and Sundays as appropriate for the discipline

Exceptions may be approved by the appropriate dean for pedagogical purposes and reported in writing each term to the provost's office. Deans are to minimize disruptions caused by conflicting class times for students and faculty.

Common Meeting Time

The common meeting time is scheduled 2-5pm Fridays, providing meetings times at 2pm and 3:30pm. A schedule for university-wide meetings is developed and maintained by the University Senate for the academic year.

In addition, campus meetings may occur during other non-class times, and during class times in classrooms provided these are scheduled after the classroom schedule is in place. Students and faculty are not exempt from their regularly scheduled classes when activities such as student clubs or meetings occur during class times.

Final Exam Scheduling

The University Registrar determines the exam schedule, which can be found here (<http://www.gcsu.edu/registrar/examschedule.htm>).

Classes that do not meet during the established meeting times should select their final exam time on the class time that most closely matches the start and end times for their class. For example, a class meeting on Mondays and Wednesdays from 9:30-10:45 could use the 9:00 MWF or the 10:00 MWF final time, because it would be impossible for a student in that class to have another final at that same time period.

The final exam schedule may not be changed without the approval of the Department Chairperson and College Dean. Faculty who need longer periods in which to give their final exams should contact their Chair and Dean, and may use the Saturday before finals or the Friday afternoon or finals for this purpose. These times must be approved in advance and posted in the instructor's syllabus.