



Course Schedule Policy

The primary goal of the Academic Scheduling Process is to maximize course offering distribution so that students receive the appropriate class schedule required for degree progress towards graduation. General objectives in building the Schedule of Classes include providing workable and balanced class distribution schedules for students, ensuring access to courses, and optimizing the use of classrooms and other instructional spaces.

General Policy Regarding the Academic Scheduling Process:

- The policy for class scheduling is established by the Office of the Provost and implemented by the Office of The University Registrar.
- The term “department” refers to the subject scheduling unit.
- The term “academic unit” refers to the college/school.
- All classes must be scheduled to meet the standard meeting patterns established by this policy except for course sections from special programs, which will require higher administrator’s workflow approval.

Scheduling Maxims:

In constructing a schedule of classes, the length of the academic week and the compliance to the standard meeting patterns plays a vital role in the effectiveness of the academic schedule. Courses that are scheduled in a concentrated scheduling block (prime time), prevent students from having scheduling flexibility.

A balanced course distribution increases the student’s opportunity to select from a broader variety of conflict-free courses distributed over all time periods.

Scheduling Strategies:

It is imperative that all department/subject units adhere to the approved standard set of time patterns. Course sections meeting for longer periods of time than the standard blocks established in this policy need to be scheduled at a standard meeting start time and end before the next standard start time to provide flexibility for students.

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Spring 2024 Standard Meeting Times
Including Classes that Meet One, Two or Three Times Per Week

	Mon/Wed/Fri		One-Day a Week: M or W or F		Two-Day a Week: MW		Tue/Thu		One-Day a Week: T or R
	50-Minute Class		165-Minute: number based on day of the week followed by the letter of the start time. Mon: 1,2,3 Wed: 4,5,6 Fri: 7,8,9 (Example, 1A, 3D, etc.)		75-Minute Class: section code letter(s)		75-Minute Class		165-Minute: number based on day of the week followed by the letter of the start time. Tue: 1,2,3,4 Thu: 5, 6,7,8 (Example: 1N, 5P)
A	8:00 a.m. - 8:50 a.m.	#A	8:00 a.m. - 10:45 a.m.	AB	8:00 a.m. - 9:15 a.m.	N	8:00 a.m. - 9:15 a.m.	#N	8:00 a.m. - 10:45 a.m.
B	9:05 a.m. - 9:55 a.m.					O	9:30 a.m. - 10:45 a.m.		
C	10:10 a.m. - 11:00 a.m.			CD	10:10 a.m. - 11:25 a.m.	P	11:00 a.m. - 12:15 p.m.	#P	11:00 a.m. - 1:45 p.m.
D	11:15 a.m. - 12:05 p.m.	#D	11:15 a.m. - 2:00 p.m.			Q	12:30 p.m. - 1:45 p.m.		
E	12:20 p.m. - 1:10 p.m.			EF	12:20 p.m. - 1:35 p.m.	R	2:00 p.m. - 3:15 p.m.	#R	2:00 p.m. - 4:45 p.m.
F	1:25 p.m. - 2:15 p.m.					S	3:30 p.m. - 4:45 p.m.		
G	2:30 p.m. - 3:20 p.m.	#G	2:30 p.m. - 5:15 p.m.	GH	2:30 p.m. - 3:45 p.m.	T	5:05 p.m. - 6:20 p.m.	#T	5:05 p.m. - 7:50 p.m.
H	3:35 p.m. - 4:25 p.m.			HI	3:35 p.m. - 4:50 p.m.	U	6:35 p.m. - 7:50 p.m.	#U	6:35 p.m. - 9:20 p.m.
		#J	5:05 p.m. - 7:50 p.m.	J	5:05 p.m. - 6:20 p.m.	V	8:05 p.m. - 9:20 p.m.		
		#K	6:35 p.m. - 9:20 p.m.	K	6:35 p.m. - 7:50 p.m.				
				L	8:05 p.m. - 9:20 p.m.				

*For courses meeting only once week for 165 minutes, the section should be named using a number followed by the time block letter.

Because the standard meeting lengths are in 50, 75, and 165-minute time blocks, any non-standard section must start at a standard start time and ending 15-min prior to a standard start to, regardless of length. Non-standard sections will need to be approved by the dean of the school via workflow.

School/colleges will have the ability to schedule in departmental rooms first, followed by their requests for General-Purpose spaces during the Open Schedule Period. After this, the Registrar's Office will process the General-Purpose Classroom Requests (GPC RQT). **Only** course sections following the standard meeting patterns and with course components of Lecture, Discussion, Seminar, Harkness, and Flipped are allowed to request the General-Purpose Classrooms. GPC assignment to course sections is based on space availability.

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Class Mode:

- In Person (P): the class meets only in person.
- Hybrid (HY): the class meets in some combination of in-person and online.
- Online (OL): the class meets online/remotely at a scheduled standard meeting time.
- In the field (IF): the class takes place outside of a classroom space. Usually used for internships, clinicals, or research.

Meeting Start and End Times:

All Undergraduate and Graduate classes that do not match any of the Standard Meeting Times approved by this policy, regardless of length, must start at a Standard Start Time and must End 15 min. before the next Standard Start Time. Under the Federal Department of Education guidelines, each clock hour (60-min) may include a 10-minute break which The University of Miami has calculated into the 15-minutes break between classes. Each credit unit is equivalent to a minimum of 60 min (50 min plus 10 min break).

Prime-Time Distributional Constraints:

Prime-Time for Standard Start and End times are from 9:30 am to 3:20 pm. All academic units may schedule no more than 45% of all their Undergraduate course level (099 – 599) during prime-time. There are no percentage constraints on graduate course level (600 and above).

A maximum of 60% of courses offered can be in the two-day combination of Tuesday & Thursday (TR). Therefore, at least 40% of course offerings must meet on some combination of Monday, Wednesday, and Friday (MWF or MW of 5:05 pm time block or later).

Special Circumstances:

Academic units offering six or fewer courses per semester at the undergraduate level do not have to meet this or the other percentage constraints, but they are expected to provide a reasonable spread of courses over the day and week. Any academic unit that offers ten or fewer course sections at the undergraduate level per semester must offer 50% on each standard MWF and T/TH meeting days and times.

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All multiple lectures and their required laboratory/special laboratory sections must be distributed approximately equally between mornings and afternoons and between the different meeting patterns.

Further Clarifications:

For purposes of the percentage constraints, cross-listed and combined course sections will be counted towards the academic unit that has the course section showing the meeting pattern and room assignment in-place (primary/parent course section).

All undergraduate and graduate course offerings must follow a Standard or a Semi-standard Meeting Pattern, as described in this class scheduling policy except for course sections offered by special programs, subject to be approved via workflow.

All course sections entered for a term must have an instructor listed before the class schedule is visible to students for advising and registration purposes.

Departments who wish to appeal any aspect of their course validation may do so via email to CLSS@miami.edu