I. POLICY

A. Lamar University provides a defined set of class meeting periods for in-person classes. All full-term, undergraduate lecture classes meeting between 8 am and 4 pm must utilize these meeting times when scheduling courses. Any exceptions to this policy must be approved by the Associate Dean of the college offering the course.

B. Any departments utilizing single day meeting times should offer a corresponding course or courses during the same meeting time on the other days of the meeting pattern.

C. Non-lecture classes (Lab, Individual Study, Practicum, etc.) must still utilize the start time of approved meeting times, except for Graduate and doctoral courses, classes starting before 8 am or after 4 pm, Studio Arts courses and Nursing clinical Courses. Exceptions to this must be approved by the Associate Dean of the college.

D. All scheduled classes for a term must follow the academic calendar defined for that term. All exceptions must be approved by the Registrar and Provost Offices.

II. PURPOSE AND SCOPE

A. By following a standard pattern of meeting times, it should reduce scheduling difficulties caused by overlapping courses. This should allow students greater freedom in selecting a class schedule that allows the maximum desired course load.

III. DEFINITIONS

A. Meeting Time. A defined start and stop time for a class.

B. Meeting Pattern. A schedule of days a class would meet

C. Meeting Period. The combination of meeting time and meeting pattern that defines what day and time a class meets.

IV. POLICY ROLES AND RESPONSIBILITIES

D. Department Chair
   1. Submit courses for addition to upcoming schedule.

E. College Business Manager
a. Review request.
   b. Approve or decline request based on funding.

F. Associate Dean
   a. Review any approved requests where the time selected is non-standard
   b. Approve or decline request based on pedagogical need

G. Registrar staff
   a. Build all approved courses submitted

V. PROCEDURES

A. Department chairs will submit their course schedule requests during the designated building period. When submitting courses, they will select from approved Meeting Period options. Should there be a pedagogical need for a class meeting outside of the approved Meeting Period, they will select the option for “Other”. After approval by the college’s Business Manager, requests utilizing an approved Meeting Period will be routed to the Registrar’s Office to be built into the class schedule. Courses not utilizing an approved Meeting Period will be routed to the College’s Associate Dean for approval before routing to Registrar’s Office to be built into the class schedule.

VI. REVIEW AND RESPONSIBILITY

Responsible Party: Registrar

Review Schedule: Every 3 years on or before 5/1

VII. APPROVAL

Full Name (typed, not signature)  

Full Title  

Date

(typed, not signature)  

President  

Date

Approved: mm/dd/yyyy, mm/dd/yyyy (rev), . . .
REVISION LOG

This table tracks the creation and revision history of the policy. All MAPP policies must have a complete Revision Log to ensure an accurate history of the policy. The Revision Log is formatted as follows:

<table>
<thead>
<tr>
<th>Revision Number</th>
<th>Date</th>
<th>Description of Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>mm/dd/yyyy</td>
<td>(sample) Initial version created.</td>
</tr>
<tr>
<td></td>
<td>mm/dd/yyyy</td>
<td>(sample) Initial version approved by President.</td>
</tr>
<tr>
<td>2</td>
<td>mm/dd/yyyy</td>
<td>(sample) Policy was revised to . . .</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(sample) The following changes were made . . .</td>
</tr>
</tbody>
</table>

APPENDICES

When necessary, documents referenced within or in support of a policy may be attached. These appendices should be attached after the Revision Log. Appendices should be clearly labeled and readable.