LAMAR UNIVERSITY
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs   **MAPP 00.00.00**
AREA: Academic Courses and Credit

Schedule Usage & Approved Course Meeting Periods

I.   POLICY

   A.   Lamar University (LU) provides a defined set of course meeting periods for in-person classes. All full-term and 8 week, undergraduate lecture classes meeting between 8:00am and 3:50pm must utilize these meeting times when scheduling courses. Any exceptions to this policy must be approved by the Dean and the Business Manager 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 8:00am or after 3:50pm, Studio Arts courses, and Nursing Clinical courses. Exceptions to this must be approved by the Dean and the Business Manager of the College offering the course.

II.   PURPOSE AND SCOPE

   A.   Following a standard pattern of meeting times should reduce scheduling difficulties caused by overlapping courses. This should allow students greater freedom in selecting a class schedule that allows the maximum desired courseload.

   B.   This policy falls under the authority of applicable federal, state, and Texas State University System (TSUS) laws, statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*, Texas Education Code, Title 3, Higher Education, and Texas Administrative Code, Title 19, Education.

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

   A.   Department Chair
        a.   Submit courses for addition to upcoming schedule.

    B. College Dean and Business Manager
        a. Review request.
        b. Approve or decline request based on funding.

    C. 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, chairs will select from approved Meeting Period options. Should there be a pedagogical need for a class meeting outside of the approved Meeting Period, chairs will select the option for "Other." After approval by the College's Dean and 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 Dean and Business Manager for approval before routing to Registrar's Office to be built into the class schedule.

VI. REVIEW AND RESPONSIBILITY

    Responsible Party: Academic Policy Advisory Council

    Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

VII. APPROVAL

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   Provost and Vice President for Academic Affairs   Date

_____
         President   Date

REVISION LOG

Revision Number	Date	Description of Changes
1		Version created.
		Version approved by President.