

**Office of Classroom Management  
Scheduling Unit**

**Standard/Non-Standard Time & 60/40 Rule  
Policy Summary**

As an aid to departmental schedulers and administrators, the following information is provided to summarize scheduling policies relating to standard times and the 60/40 rule into an operationally oriented document addressing policy definitions and supporting procedures. This is an extract from the ECS training material provided to all departmental schedulers when they attended training. This extract has also been provided to the Council for Undergraduate Education (CUE), Classroom Advisory Subcommittee and other groups.

**Standard/Non-Standard Times, Procedures and ECS Reports**

The ECS Non-Standard Times report lists courses not meeting at standard times and/or not meeting in standard day patterns.

All courses appearing on the Non-Standard Times report require individual evaluation to confirm their status. Departments should verify that the course is non-standard (see notes & exemptions following the table). If there is a question, please contact the Scheduling Unit to resolve it early in the scheduling process. Departments have the following options regarding courses listed on the report:

1. Change the times and/or meeting pattern to standard and resubmit by the deadline for scheduling in Central Classrooms. (The course will be included in the scheduling algorithm's initial assignment run for Central Classrooms).
2. If the department determines that pedagogy or other valid reason requires that the course must remain non-standard, then the department can seek associate dean's approval for one of these two additional alternatives by submitting a Request for Non-Standard Meeting Time form:
  - a. Keep as non-standard, and schedule in a departmental classroom.
  - b. Keep as non-standard, and resubmit for assignment in a Central Classroom on a lower priority/space available basis. (Scheduling will make every effort to place the course in a Central Classroom, but assignment is NOT guaranteed).

## Standard Meeting Times for the Twin Cities

The following table lists the Standard Meeting Times for the Twin Cities.

		Minneapolis Campus			St. Paul Campus		
Period	A Times (MTWThF)	B Times (TTh Only)	Pilot C Times (MW, WF Only)	Period	A Times (MTWThF)	B Times (TTh Only)	Pilot C Times (MW, WF Only)
P E A K	I	0800 - 0850	0815 - 0930	0815 - 0930	I	0830 - 0920	0845 - 1000
	II	0905 - 0955	0945 - 1100		II	0935 - 1025	1015 - 1130
	III	1010 - 1100			III	1040 - 1130	
	IV	1115 - 1205			IV	1145 - 1235	
	V	1220 - 1310	1245 - 1400	1245 - 1400	V	1250 - 1340	1315 - 1430
	VI	1325 - 1415			VI	1355 - 1445	
	VII	1430 - 1520	1430 - 1545		VII	1500 - 1550	1500 - 1615
	VIII	1535 - 1625	1600 - 1715	1600 - 1715	VIII	1605 - 1655	1630 - 1745
	IX	1640 - 1730			IX	1710 - 1800	

### NOTES:

1. Peak times are shaded.
2. 75 minute “C” times are limited to courses with enrollment limits of less than 100.
3. “C” times are pilot/trial meeting times currently under evaluation.
4. Departments are encouraged to schedule standard classes so that students have reasonable access to courses and so that classroom space is used to the maximum extent reasonable.
5. Grad/Professional Exemption: Courses designated as “Graduate Career” in ECAS scheduled in non-peak hours are exempt from using standard times.
6. AHC courses in AHC rooms are clinically based and are exempt from standard time requirements.
7. Classes on weekends, off campus or that start at or after “A” Time Period IX on weekdays are exempt from standard hours.
8. One Credit Classes:
  - a. Meet for one standard hour per week, begin at a standard “A” class meeting time, and meet for one class period.
  - b. One-credit classes meeting twice per week follow the rules for two-credit classes. One-credit classes meeting three times per week follow the rules for three-credit classes.

9. Two Credit Classes:
  - a. Meet twice per week, begin at a standard “A” class meeting time, and meet for one class period, or
  - b. Meet once per week, begin at specified standard “A” time, and last two class periods. [0800, 1010, 1220, 1430 (Minneapolis) or 0830, 1040, 1250, 1500 (St Paul)]
10. Three Credit Classes:
  - a. Meet three times per week on MWF, begin at a standard “A” class meeting time, meet for one class period, or
  - b. Meet twice per week, use the standard “B” class meeting time (75 minutes), and meet on Tuesdays and Thursdays, or
  - c. Meet twice per week, use the standard “C” class meeting time (75 minutes), and meet on MW, WF.
11. Four Credit Classes:
  - a. Meet four times per week, begin at a standard “A” class meeting time, or
  - b. Meet twice per week for two hours, scheduled at 0800, 1010, 1220, 1430 (Minneapolis) or 0830, 1040, 1250, 1500 (St Paul). These courses should be spread so that MW, MF, WF, and TTh classes are evenly scheduled.
  - c. For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three-credit courses and the laboratory/discussion component follows the schedule for one-credit courses.
12. Five credit Classes:
  - a. Meet five times per week, begin at a standard “A” class meeting time, meet for one class period, and meet MTWThF.
  - b. For lecture/laboratory or lecture/discussion courses with three hours of lecture time, the lecture component follows the schedule for three-credit courses. For lecture/laboratory or lecture/discussion courses with four hours of lecture time, the lecture component follows the schedule for four-credit courses and the discussion component follows the corresponding one- or two-credit schedule.
13. Standard times are based on the primary component of the course. The following components are not subject to standard times .

CLN (Clinic), DEM(Demonstration), LAB(Laboratory),REH(Rehearsal), RES(Residency),  
ROT(Rotation), STU(Studio), WKS(Workshop).

## **60/40 Rule and Procedures**

1. The Provost's 60/40 guideline states that the department/academic org shall have no more than 60% of its courses in Central Classrooms in the designated peak time hours (see the Standard Meeting Times table for peak times).
2. ECS will provide percentage computations for the department's courses in peak time versus non-peak time in:
  - a. Central Classrooms
  - b. All classrooms (departmental and central)
3. If there is an excess percentage (more than 60%) in Central Classrooms in peak time ("excess peak hours"), the department shall determine which courses are to be associated with that number of hours.
4. The department has the following options for these Excess Hour Courses:
  - a. Change the times to non-peak hours and resubmit by the deadline for scheduling in Central Classrooms. (The course will be included in the scheduling algorithm's initial assignment run for Central Classrooms).
  - b. If the department determines that pedagogy or other valid reason requires that the course must remain in peak time, then the department can seek associate dean's office approval for one of these two additional alternatives:
    - i. Keep in peak time, and schedule in a departmental classroom.
    - ii. Keep in peak time, and resubmit for assignment in a Central Classroom on a lower priority/space available basis. (Scheduling will make every effort to place the course in a Central Classroom, but assignment is NOT guaranteed).

## **ECS Report Processing & Deadline**

Departments are encouraged to consult with Scheduling regarding courses that appear on the ECS Non-Standard or Excess 60/40 reports. Departments will have approximately two weeks after the ECS submission deadline to complete corrections to courses identified on the ECS feedback reports. Courses not corrected by the final ECS correction deadline will be held in a hold queue and will not be included in the assignment of centrally scheduled classrooms. Courses corrected after the deadline can only be processed as changes, and will therefore only be able to fill in where space is available after room assignments have been made.

The importance of early communication with Scheduling to resolve issues well in advance of deadlines cannot be overemphasized. One of the primary benefits of ECS is to flag potential issues early in the schedule production cycle so that issues can be resolved before becoming unplaced courses at the time of student registration. Scheduling will work with departments to resolve questions and to achieve common sense solutions to issues, but this requires early and effective two-way communications.

For questions or additional information, please contact the Scheduling Unit, Office of Classroom Management.