

ELIZABETH CITY STATE UNIVERSITY Course Scheduling Policy

Preamble

This policy shall govern the manner in which courses are scheduled at Elizabeth City State University (ECSU). Courses are scheduled at ECSU to provide students with instructional times that include but are not limited to the following: lectures; discussions; seminars; tutorials; group studies; library instruction; field trips; audiovisual and multimedia presentations; computer-assisted learning and any other organized learning activity with the faculty available. The policy outlines the full weekly instructional times and scheduled meeting times that shall be maintained throughout an academic year.

1. Matrix for Scheduling

All classes must be scheduled for the fall and spring semesters of each academic year according to the following matrix, except as provided in SECTION 4. Graduate courses may be scheduled outside of the scheduling matrix.

M	T	W	R	F	S
8:00 a.m. – 8:50 a.m.	8:00 a.m. – 9:20 a.m.	8:00 a.m. – 8:50 a.m.	8:00 a.m. – 9:20 a.m.	8:00 a.m. – 8:50 a.m.	8:00 a.m. – 10:50 a.m.
9:00 a.m. – 9:50 a.m.	9:30 a.m. – 10:50 a.m.	9:00 a.m. – 9:50 a.m.	9:30 a.m. – 10:50 a.m.	9:00 a.m. – 9:50 a.m.	8:00 a.m. – 11:50 a.m.
10:00 a.m. – 10:50 a.m.	11:00 a.m. – 12:20 p.m.	10:00 a.m. – 10:50 a.m.	11:00 a.m. – 12:20 p.m.	10:00 a.m. – 10:50 a.m.	9:00 a.m.-11:50 a.m.
11:00 a.m. – 11:50 a.m.	12:30 p.m. – 1:50 p.m.	11:00 a.m. – 11:50 a.m.	12:30 p.m. – 1:50 p.m.	11:00 a.m. – 11:50 a.m.	9:00 a.m. – 12:50 p.m.
12:00 p.m. – 12:50 a.m.	2:00 p.m. – 3:20 p.m.	12:00 p.m. – 12:50 a.m.	2:00 p.m. – 3:20 p.m.	12:00 p.m. – 12:50 a.m.	10:00a.m.-12:50 p.m.
1:00 p.m. – 1:50 p.m.		1:00 p.m. – 1:50 p.m.		1:00 p.m. – 1:50 p.m.	10:00 a.m.-1:50 p.m.
2:00 p.m. – 2:50 p.m.		2:00 p.m. – 2:50 p.m.		2:00 p.m. – 2:50 p.m.	11:00 a.m. – 1:50 p.m.
3:00 p.m. – 3:50 p.m.	3:30 p.m. – 4:50 p.m.	3:00 p.m. – 3:50 p.m.	3:30 p.m. – 4:50 p.m.	3:00 p.m. – 3:50 p.m.	11:00 a.m.-2:50
4:00 p.m. – 4:50 p.m.	Campus Meeting Time	4:00 p.m. – 4:50 p.m.	Campus Meeting Time	4:00 p.m. – 4:50 p.m.	12:00 p.m.-2:50 p.m.
5:00 p.m. – 5:50 p.m.	5:00 p.m. – 6:20 p.m.	5:00 p.m. – 5:50 p.m.	5:00 p.m. – 6:20 p.m.	5:00 p.m. – 5:50 p.m.	12:00 p.m. – 3:50 p.m.
6:00 p.m. – 6:50 p.m.	6:30 p.m. – 7:50 p.m.	6:00 p.m. – 6:50 p.m.	6:30 p.m. – 7:50 p.m.	6:00 p.m. – 6:50 p.m.	1:00 p.m.- 3:50 p.m.
7:00 p.m. – 7:50 p.m.	8:00p.m. – 9:20 p.m.	7:00 p.m. – 7:50 p.m.	8:00 p.m. – 9:20 p.m.	7:00 p.m. – 7:50 p.m.	1:00 p.m.- 4:50 p.m.
8:00 p.m. – 8:50 p.m.		8:00 p.m. – 8:50 p.m.		8:00 p.m. – 8:50 p.m.	

2. Campus Meeting Times

Under this policy, campus meeting times are established as Tuesdays (T) and Thursdays (R) during the period 3:30 p.m. to 4:50 p.m. No classes shall be scheduled during this block of time reserved for meetings.

3. Class Ending Time

Classes shall be scheduled to end no later than 9:20 p.m.

4. Exceptions Under Dean Approval

The relevant academic dean must approve, as an exception, all class scheduling in conflict with the matrix set forth in SECTION 1 above. All approved exceptions must adhere to the ECSU Credit Hour Policy (Policy 300.1.25).

5. Two Hour Block Classes

Classes that are scheduled in blocks of two hours or more require a ten (10) minute break at the end of each two hour block.