

Class Scheduling Guidelines for the Summer 2009 Semester

1. All classes must begin on the hour or half-hour and should not end on the hour or half-hour. No odd time starts (11:05 am, 1:15 pm, etc.).
2. There should be a minimum intermission of **10 minutes** between the end of a class and the next standard start-time.
3. Departments must abide by building hours. When a building is scheduled to be closed at 9:00 pm, classes should not be scheduled to **begin** after that time.

Requests for exceptions to any of the above provisions should be directed to Associate Vice Chancellor Ruth Williams.

Summer 2009 - Important Information and Dates to Remember

Steam/Heat Shutdown, Monday, May 18 – Friday, May 22, 2009

Memorial Day Observance, Monday, May 25, 2009 (No instruction may occur)

Official start of Summer Sessions, Tuesday, May 26, 2009

Independence Day, Saturday, July 4, 2009 (No instruction may occur)

Official end of Summer Sessions, Saturday, August 15, 2009

Final Grades due, Tuesday, August 18, 2009

During the Summer 2009 Semester there will be nine standard sessions:

1 st 4 weeks (4W1)	5/26/09 – 6/20/09
2 nd 4 weeks (4W2)	6/22/09 – 7/18/09
3 rd 4 weeks (4W3)	7/20/09 – 8/15/09
1 st 6 weeks (6W1)	5/26/09 – 7/3/09
2 nd 6 weeks (6W2)	6/8/09 – 7/18/09
3 rd 6 weeks (6W3)	6/22/09 – 8/1/09
4 th 6 weeks (6W4)	7/6/09 – 8/15/09
8 wk session (8W1)	6/22/09 – 8/15/09
12 wk session (12W)	5/26/09 – 8/15/09

Contact Minute Guidelines

The number of minutes of class time per week has varied across the schools and colleges for Summer Sessions over the years, but the following should be the general guidelines to follow, excluding lab courses.

- A. Twelve-week Session
 - 1. Four-credit classes meet for 250 minutes per week
 - 2. Three-credit classes meet for 188 minutes per week
 - 3. Two-credit classes meet for 125 minutes per week
 - 4. One-credit classes meet for 63 minutes per week
- B. Eight-week Session
 - 1. Four-credit classes meet for 375 minutes per week
 - 2. Three-credit classes meet for 282 minutes per week
 - 3. Two-credit classes meet for 188 minutes per week
 - 4. One-credit classes meet for 94 minutes per week
- C. Six-week Sessions
 - 1. Four-credit classes meet for 500 minutes per week
 - 2. Three-credit classes meet for 375 minutes per week
 - 3. Two-credit classes meet for 250 minutes per week
 - 4. One-credit classes meet for 125 minutes per week
- D. Four-week Sessions
 - 1. Four-credit classes meet for 750 minutes per week
 - 2. Three-credit classes meet for 563 minutes per week
 - 3. Two-credit classes meet for 375 minutes per week
 - 4. One-credit classes meet for 188 minutes per week
- E. Three-week courses
 - 1. Four-credit classes meet for 1000 minutes per week
 - 2. Three-credit classes meet for 750 minutes per week
 - 3. Two-credit classes meet for 500 minutes per week
 - 4. One-credit classes meet for 250 minutes per week
- F. **Summer Sessions not covered above:**

The following should be the general guideline to follow, excluding lab courses.

In planning meeting schedules and assigned work for Summer classes, instructors should be consistent with UWS ACPS-4 guidelines that one semester credit represent an average student effort of not fewer than 48 hours or a demonstration by the student of learning equivalent to that established as the expected product of such a period of study.