

Standard Course Meeting Times and Moratorium Guideline

The Associate Deans Council and academic leadership approved **NEW** meeting times to include a minimum of a **15-minute transition** between classes to stagger hall traffic, permit cleaning and extra time between classes beginning the fall 2021 semester and future semesters. Due to the variety of standard and non-standard teaching times across departments, course meeting times were adjusted according to the following time blocks. The moratorium period has been adjusted to start at 4:40 p.m. to 6:50 p.m. for undergraduate courses.

Day/Minute Combinations	S21 Meeting Times →	F21/S22 New Meeting Times	
Monday, Wednesday, Friday (MWF) Meeting length other than 80 minutes , i.e. 50, 110, 170, etc. <i>Note: 110 minutes classes are predominantly for 12 unit courses</i>	<u>S21 20+ minute transition time</u>	<u>15 minute transition (50 min)</u>	<u>15+ minute transition (110 min)</u>
	8:00 a.m. - 8:50 a.m.	08:00 a.m. - 08:50 a.m.	08:00 a.m. - 09:50 a.m.
	9:10 a.m. - 10:00 a.m.	09:05 a.m. - 09:55 a.m.	
	10:30 a.m. - 11:20 a.m.	10:10 a.m. - 11:00 a.m.	10:10 a.m. - 12:00 p.m.
	11:40 a.m. - 12:30 p.m.	11:15 a.m. - 12:05 p.m.	
	12:50 p.m. - 1:40 p.m.	12:20 p.m. - 01:10 p.m.	12:20 p.m. - 02:10 p.m.
	2:10 p.m. - 3:00 p.m.	01:25 p.m. - 02:15 p.m.	
	3:20 p.m. - 4:10 p.m.	02:30 p.m. - 03:20 p.m.	02:30 p.m. - 04:20 p.m.
	4:30 p.m. - 5:20 p.m.	03:35 p.m. - 04:25 p.m.	
	5:50 p.m. - 6:40 p.m.*	04:40 p.m. - 05:30 p.m.**	04:40 p.m. - 06:30 p.m.**
7:00 p.m. - 7:50 p.m.*	05:45 p.m. - 06:35 p.m.**		
8:30 p.m. - 9:20 p.m.	07:00 p.m. - 07:50 p.m.	07:00 p.m. - 08:50 p.m.	
Single Day (M, T, W, R, F) Meeting length other than 80 minutes , i.e. 50, 110, 170, etc. <i>Note: Predominantly for recitations</i>	Other times listed that were other than 80 minutes in length above were adjusted accordingly.	<i>**Moratorium period for undergraduate classes is 4:40 – 6:50 p.m. Refer to policy below. Evening undergraduate classes should not be earlier than 7:00 p.m. and may require adjustment of time and/or approval by the University Registrar.</i>	
Saturday/Sunday (S, U) Meeting length other than 80 minutes i.e. 50, 110, 170, etc.		<i>Follow weekday standard times above. Central teaching spaces are open at 9am – 6pm. Schedule accordingly.</i>	

Day/Minute Combinations	S21 Meeting Times →	F21/S22 New Meeting Times	
Tuesday, Thursday (TR) Meeting length of 80 minutes only	<u>S21 20+ minute transition time</u>	<u>15+ minute transition (80 minutes only)</u>	
	8:20 a.m. - 9:40 a.m.	08:35 a.m. - 09:55 a.m.	
	10:40 a.m. - 12:00 noon	10:10 a.m. - 11:30 a.m.	
	12:20 p.m. - 1:40 p.m.	11:50 a.m. - 01:10 p.m.	
	2:20 p.m. - 3:40 p.m.	01:25 p.m. - 02:45 p.m.	
Monday, Wednesday (MW) Meeting length of 80 minutes only	4:00 p.m. - 5:20 p.m.	03:05 p.m. - 04:25 p.m.	
	6:00 p.m. - 7:20 p.m.*	04:40 p.m. - 06:00 p.m.**	
Single Day (M, T, W, R, F) Meeting length of 80 minutes only <i>Note: Predominantly for recitations</i>	8:20 p.m. - 9:40 p.m.	07:00 p.m. - 08:20 p.m.	
	Other times listed that were 80 minutes in length above were adjusted accordingly.	<i>**Moratorium period for undergraduate classes is 4:40 – 6:50 p.m. Refer to policy below. Evening undergraduate classes should not be earlier than 7:00 p.m. and may require adjustment of time and/or approval by the University Registrar.</i>	
Saturday/Sunday (S, U) Meeting length of 80 minutes only		<i>Follow 80 minutes weekday standard times. Central teaching spaces are open at 9am – 6pm. Schedule accordingly.</i>	

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Meeting Time Mapping and Adjustments by the University Registrar's Office

- The spring 2021 course schedule was rolled over to create the spring 2022 schedule. All times were adjusted according to the new 15 minute transition schedule.
- The University Registrar's Office adjusted the spring 2022 times according to the [new 15 minute transition](#).
 - For standard meeting times, we matched the above spring 2021 times on the chart and adjusted to the new spring 2022 time. For example, if the spring 2021 standard time was MWF-50 minutes- from 8:00-8:50am, the adjusted spring 2022 meeting time is now 8:00-8:50am; likewise if the spring 2021 time was TR – 80 minutes- from 8:20-09:40am, the adjusted spring 2022 time is now 8:35-9:55am.
 - For non-standard meeting times where there are a variety of start times and/or minutes outside of the standard times listed above, these course meeting **start** times were evaluated and adjusted to follow the standard spring 2022 new meeting times. For example, if the spring 2021 start time was MWF - 60 minutes - at 1:30pm, the course start time would fall between 12:50 p.m. - 1:40 p.m. under the original S21 time. According to the chart, the new standard time maps to 12:20pm start time for MWF meeting length other than 80 minutes. End times will vary depending upon the minutes, but the start time **must** be consistent and match the new standard meeting time schedule. In this example, the new spring 2022 time converts to 12:20pm and ends at 1:20pm keeping the 60 minutes resulting in MWF 12:20pm – 01:20pm.

IMPORTANT: It is expected that **all** course meeting times abide by the new 15 minute transition meeting times, including length of time, going forward to prevent course schedule conflicts for students, provide students flexibility to take other courses and to provide extra time between classes. Teaching times may change when building the schedule of classes by following the new standard times indicated in this memo. Meeting times will be reviewed by the University Registrar's Office for consistency and compliancy.

Moratorium Hours for Undergraduate Courses (University Free Time Period)

No undergraduate classes, exams, academic, or artistic activities (including extra help session, rehearsals, ROTC drill, make-up exams, etc.) are to be scheduled on weekdays (M-F) between 4:40 p.m. and 6:50 p.m. Extra class time beyond those regularly scheduled must take place either before 4:40 p.m. or after 7:00 p.m.

Undergraduate Course Meeting Procedure

This policy is not intended to reduce the rigor or vigor of the academic or artistic programs, but to ensure that students have a period in which they are free to carry on co-curricular activities and athletics. Scheduling classes, exams, or other academic and artistic activities makes it very difficult for the students to meet these commitments. We are all concerned about the quality of life at the university, this time must be held for the students.

In planning the academic course schedule, the University Registrar's Office will review all courses to ensure that no academic or artistic courses are scheduled in this period. In addition, any requests to schedule additional or makeup course meetings, review and/or study sessions, teaching assistant office hours, or other course-related meetings, must take place either before 4:40 p.m. or after 7:00 p.m. This includes meetings in all university spaces, not just central teaching spaces.

IMPORTANT: As with any policy, there must be a means of making exceptions. Any academic or artistic activities which you feel must be scheduled between 4:40 p.m. and 7:00 p.m. **must be cleared** with the University Registrar, John Papinchak jp7p@andrew.cmu.edu. These requests must be in writing either as a memo or through email. All requests must include the course relationship, intent for the requested meeting, and the reason why the meeting cannot be held either before 4:40 p.m. or after 7:00 p.m.