

Carnegie Mellon Standard Course Meeting Times and Moratorium Guidelines for the Fall & Spring Semesters

The Provost's Office and academic leadership approved standard course meeting times with a 10-minute transition time between classes. The instructional day will begin at 8:00 a.m. The undergraduate course moratorium period has been adjusted to begin at 4:50 p.m. and will end at 6:50 p.m. as noted below.

IMPORTANT: It is expected that **all** course meeting times abide by the standards below, regardless of teaching space. Standard meeting times minimize student course schedule conflicts, afford student scheduling flexibility across programs, and maximizes teaching spaces. All course meeting times will be reviewed by the University Registrar's Office for compliance.

Meeting Day/Minute Combinations

for course meetings of 50 minutes only,
meeting on:

Monday, Wednesday, Friday (MWF)

OR

Tuesday, Thursday (TR)

OR

Single meeting day (M, T, W, R, or F)

Meeting Times (50')

08:00 a.m. - 08:50 a.m.

09:00 a.m. - 09:50 a.m.

10:00 a.m. - 10:50 a.m.

11:00 a.m. - 11:50 a.m.

12:00 p.m. - 12:50 p.m.

01:00 p.m. - 01:50 p.m.

02:00 p.m. - 02:50 p.m.

03:00 p.m. - 03:50 p.m.

04:00 p.m. - 04:50 p.m.

05:00 p.m. - 05:50 p.m.**

06:00 p.m. - 06:50 p.m.**

07:00 p.m. - 07:50 p.m.

08:00 p.m. - 08:50 p.m.

Meeting Day/Minute Combinations

for course meetings of 110 or 170 minutes only,
meeting on:

Monday, Wednesday (MW)

OR

Tuesday, Thursday (TR)

OR

Single meeting day (M, T, W, R, or F)

Meeting Times (110') (or 170' ends an hour later)

110 Minute Meetings

08:00 a.m. - 09:50 a.m.

10:00 a.m. - 11:50 a.m.

12:00 p.m. - 01:50 p.m.

02:00 p.m. - 03:50 p.m.

04:00 p.m. - 05:50 p.m.

06:00 p.m. - 07:50 p.m.**

07:00 p.m. - 08:50 p.m.

08:00 p.m. - 09:50 p.m.

Standard Course Meeting Times and Moratorium Guideline

Meeting Day/Minute Combinations

for course meetings of 80 or 140 minutes only; meeting on:

Monday, Wednesday (MW)

OR

Tuesday, Thursday (TR)

OR

Single meeting day (M, T, W, R, or F)

Meeting Times (80')

80 Minute Meetings

08:00 a.m. - 09:20 a.m.

09:30 a.m. - 10:50 a.m.

11:00 a.m. - 12:20 p.m.

12:30 p.m. - 01:50 p.m.

02:00 p.m. - 03:20 p.m.

03:30 p.m. - 04:50 p.m.

05:00 p.m. - 06:20 p.m.**

07:00 p.m. - 08:20 p.m.

Undergraduate Course Meeting Moratorium Policy (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 4:50 p.m. and 6:50 p.m. Extra class time beyond those regularly scheduled must take place either before 4:50 p.m. or after 6:50 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 undergraduate 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 4:50 p.m. or after 6:50 p.m. This includes meetings in all university spaces, not just central teaching spaces.

As with any policy, there must be a means of making exceptions. Any academic or artistic activities which you feel must be scheduled during the Undergraduate Course Meeting moratorium must be cleared with the University Registrar, John Papinchak jp7p@andrew.cmu.edu. These requests must be submitted by email. All requests must include the course relationship, intent for the requested meeting, and the reason why the meeting cannot be held either before 4:50 p.m. or after 6:50 p.m.