

## **Prime Time Procedures for the Academic Year**

- Support for alternative scheduling models that would assist students in maintaining timely progress toward degree completion;
- Support for scheduling of hybrid courses at alternative times that do not limit students' options in selection of classroom based courses.

Ensure that use of University classroom space is optimized, by:

- Distribution of course offerings throughout the instructional day, avoiding excessive reliance on time periods in the middle of the day;
- Distribution of course offerings throughout the instructional week, so that the distribution of course offerings throughout the week is relatively even;
- Distribution of course offerings throughout the academic year, so that the balance of fall course availability and spring course availability is proportional to enrollment;
- Use of evening and weekend time periods;
- Continued and increasing use of online courses;
- Identification of alternative spaces and times that can suit the limited space needs of hybrid courses;
- Promote standard scheduling practices for Summer Session.

***Instructional Space Practices and Procedures – Committee on Space Utilization –***  
***Approved by Provost Harraf: 6 1 09 –***  
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