



## LAMAR UNIVERSITY MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

**SECTION:** Academic Affairs

**MAPP 02.04.02**

**AREA:** Academic Courses, Programs, and Curriculum

### Schedule Usage & Approved Course Meeting Periods

#### I. POLICY

- A. Lamar University (LU) provides a defined set of course meeting periods for face-to-face classes. All full-term and 8 week, undergraduate lecture classes meeting between 8:00am and 3:50pm must utilize these meeting times when scheduling courses. Any exceptions to this policy must be approved by the Dean and the Business Manager of the College offering the course.
- B. Any departments utilizing single-day meeting times should offer a corresponding course or courses during the same meeting time on the other days of the meeting pattern.
- C. Non-lecture courses (lab, individual study, practicum, etc.) must utilize the start time of approved meeting times, except for graduate and doctoral courses, courses starting before 8:00am or after 3:50pm, Studio Arts courses, Nursing Clinicals, and similar non-lecture courses. Exceptions to this must be approved by the Dean and the Business Manager of the College offering the course.

#### II. PURPOSE AND SCOPE

- A. Following a standard pattern of meeting times should reduce scheduling difficulties caused by overlapping courses. This should allow students greater freedom in selecting a class schedule that allows the maximum desired courseload.
- B. This policy falls under the authority of all applicable federal, state, and Texas State University System (TSUS) statutes, rules, and regulations, including, but not limited to, the TSUS *Rules & Regulations*; Texas Education Code, Title 3, Higher Education; and Texas Administrative Code, Title 19, Education.

#### III. DEFINITIONS

- A. **Meeting Time.** A defined start and stop time for a course.
- B. **Meeting Pattern.** A schedule of days that a course would meet.
- C. **Meeting Period.** The combination of meeting time and meeting pattern that defines what day and time a course meets.

#### IV. POLICY ROLES AND RESPONSIBILITIES

- A. **Department Chair**
  - 1. Submit course requests for addition to upcoming schedule.

**B. College Dean and Business Manager**

- 1. Review course requests.
- 2. Approve or decline requests based on funding.

**C. Registrar’s Office**

- 1. Build all approved courses submitted.

**V. PROCEDURES**

A. Department Chairs will submit their course schedule requests during the designated course-building period. When submitting courses, Chairs will select from approved meeting period options. Should there be a pedagogical need for a course meeting outside of the approved meeting periods, Chairs will select the option for “Other.”

B. Chairs’ course schedule requests will be reviewed by their respective College’s Dean and Business Manager. After review by the College’s Dean and Business Manager, approved courses (including courses meeting outside of approved meeting periods) will be routed to the Registrar’s Office to be built into the course schedule.

C. Courses that have not been approved by the Dean and Business Manger will not be built into the course schedule by the Registrar’s Office. Department Chairs may wish to discuss these courses with their Dean and Business Manager to determine if the courses (including courses meeting outside of approved meeting periods) can be modified and approved.

**VI. REVIEW AND RESPONSIBILITY**

Responsible Party: Academic Policy Advisory Council

Review Schedule: Every three years on or before the date the policy was last revised and/or approved.

**VII. APPROVAL**

Dr. Daniel A. Brown	05/08/2024
_____ Provost and Vice President for Academic Affairs	_____ Date

Dr. Jaime R. Taylor	05/08/2024
_____ Lamar University President	_____ Date

## POLICY LOG

Version	Date	Description of Changes
1	01/31/2024	Policy draft completed.
	02/19/24 - 04/04/24	Reviews by constituency groups completed.
	03/25/24 - 04/25/24	Review by campus community completed.
	05/08/2024	Policy approved by President.