

# Augusta University

## Policy Library

### Standard Course Meeting Times

**Policy Manager: Office of the Registrar**

#### **POLICY STATEMENT**

Augusta University (“AU”) aims to ensure students are able to build a course schedule each term that supports full-time enrollment while also effectively using its physical resources to meet the pedagogical needs of its academic programs. Consistent scheduling of classes across academic programs, schools, and colleges supports student success, optimization of classroom utilization, and compliance with Board of Regents and accrediting standards.

All courses offered in classrooms and instructional laboratories (assigned room codes 110, 211, 212, 213, as defined by the USG) and taught during the week (Monday through Friday) will be expected to utilize a Standard Meeting Time schedule unless a request for variance has been approved. All Standard Meeting Times will be Eastern Standard Time.

Classroom assignment priorities will be given to courses that follow the Standard Meeting Times.

If a course needs to meet Off Schedule, a *Request for Standard Course Meeting Time Variance Form* must be submitted each term. The form must be approved by the Dean of the college teaching the course and the Registrar before being submitted with a department’s class schedule. For some specific courses or special course types that have compelling logistical factors or accreditation requirements that bear on contact hours, a request for variance may be granted on a more permanent basis. Those courses may be reviewed every two years to determine if it is appropriate for the variance to continue.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

These definitions apply to these terms as they are used in this policy:

- **Instruction Type:** The primary instructional method employed in a course. Although some courses may combine instructional methods, the primary or dominant method must be noted.
- **Off Schedule:** A course which meets at a time or for a duration that is not included as part of the standard meeting times.
- **Standard Meeting Times:** Instructional time periods, defined on the Registrar’s Office website, that generally start on the hour or the half-hour which are set up to provide students who must construct a viable multi-class schedule the most flexibility and which also support compliance with the Board of Regents policies regarding Instructional Time and the Uniform Academic Calendar.

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**Executive Sponsor: Vice Provost**  
**Next Review: 12/2030**

## **PROCESS & PROCEDURES**

The Registrar will maintain a coding table on the office's website to outline the standard meeting times for three (3) credit-hour courses which are to be offered during the week (Monday through Friday). Instructions for adjusting meeting times for courses with other credit hours will also be included.

### **Exemptions**

- There are no standardized meeting times for weekend courses although these courses are expected to meet in accordance with related policies (see below).
- This policy and process are not applicable to specific instruction types when they do not require academic space such as independent study (50), directed study (55), practice teaching (60), Internship/Practicum (81), thesis (91) and dissertations (92).
- Additionally, this policy exempts classes that are taught in specialized spaces such as open laboratories and studios (see USG Room Coding standards).
  - While courses taught in open laboratories or specialized instructional spaces are not required to conform to the standardized meeting schedule, the impact of alternative scheduling on students' abilities to build multi-course schedules each term should be considered.

## **REFERENCES & SUPPORTING DOCUMENTS**

[Request for Standard Course Meeting Time Variance Form Scheduling Manual](#)

## **RELATED POLICIES**

[Course and Classroom Scheduling Policy](#)

[Definition of a Credit Hour Policy](#)

[BOR Policy 3.4 Uniform Academic Calendar](#)

[BOR Policy 3.4.4 Instructional Time](#)

## **APPROVED BY:**

Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 12/8/2025

President, Augusta University

Date: 12/16/2025