



[Print](#)

Class Scheduling: Crookston, Morris, Rochester, Twin Cities

Policy Statement

Each campus is responsible for establishing a standard class schedule and class periods in order to maximize classroom utilization and student access to courses. These standards apply to courses that are scheduled during an academic term as defined by the academic calendars set for each campus.

This policy does not apply to online classes, laboratories, directed or independent studies, classes shared with other universities, or certain graduate and professional school classes. Classes held in May or summer terms are also exempt from this policy.

A. Standards for Class Schedules for All Campuses

1. Each campus of the University must adopt a standard class schedule with an appropriate change period between classes. Start times and/or class periods that vary from the standard schedule are subject to campus procedures for approval.
2. Departments are to schedule classes so that classroom space is used to the maximum extent practicable while ensuring that students have reasonable access to register for classes that are needed for timely degree progress.
3. All classes will be scheduled in accordance with the campus academic calendar and within established session dates. Classes will not be held on official University holidays or University study days.

B. Crookston Campus Standard Schedule and Class Periods

1. [Standard Class Meeting Times Chart—Crookston](#)
2. No classes will be scheduled on Thursdays between noon and 2 p.m.
3. Evening classes may begin at 5 p.m. or later and are not restricted by days of the week or time blocks.
4. Exceptions to the standard class schedule may be proposed to the senior vice chancellor for academic and student affairs for approval.
5. Laboratory classes will be scheduled in consultation with department heads and the senior vice chancellor for academic and student affairs and will follow start times for MWF or TTh.

C. Morris Campus Standard Schedule and Class Periods

1. [Standard Class Meeting Times Chart—Morris](#)
2. No classes will be scheduled on Tuesdays and Thursdays between 11:40 a.m. and 12:40 p.m.
3. Exception requests can be sent to the Office of the Registrar at ummregistrar@morris.umn.edu.

D. Rochester Campus Standard Schedule and Class Periods

1. [Standard Class Meeting Times Chart—Rochester](#)
2. Classes scheduled during non-standard times must be approved by the director of academic programs and registrar; in case of a disagreement, final authority to grant a variance rests with the vice chancellor of academic affairs and innovation.
3. This policy does not apply to the length of labs or specialized class components, but such classes must begin at a standard start time.
4. Evening classes beginning at 5 p.m. or later are not restricted to standard time blocks.

E. Twin Cities Campus Standard Schedule and Class Periods

1. [Standard Class Meeting Times Chart—Twin Cities](#)
2. Distribution Requirements
 - a. Colleges must distribute classes evenly throughout the day, with no more than 3 percent of class demand scheduled in any one standard time block.
 - b. Colleges are permitted to schedule a maximum of 50 percent of their classes using a TTh meeting pattern, with the remaining classes using MWF meeting patterns.
 - c. Colleges must distribute enrollments throughout the day (i.e., across class hours) and throughout the week (i.e., day patterns).
3. Classes requesting to meet during non-standard times (except those listed in the policy statement) must be approved by the executive vice president and provost's office, or must meet in a department-owned room.
 - a. Health Sciences classes and classes scheduled in Health Sciences Classroom Services classrooms may be scheduled at non-standard times.
 - b. Evening classes beginning at 6 p.m. or later are not restricted to standard time blocks.

Reason for Policy

Standard class scheduling allows for maximum access to class offerings for students and facilitates the most efficient use of classrooms.

Procedures

There are no procedures associated with this policy.

Forms/Instructions

There are no forms associated with this policy.

Appendices

- [Standard Class Meeting Times Chart—Crookston](#)
- [Standard Class Meeting Times Chart—Morris](#)
- [Standard Class Meeting Times Chart—Rochester](#)
- [Standard Class Meeting Times Chart—Twin Cities](#)

Contacts

Primary Contact(s)	
--------------------	--

Contact	Sarah J Kussow
Phone	
Email	kusso001@umn.edu
Twin Cities Campus	
Contact	Jennifer Neufeld
Phone	
Email	neuf0006@umn.edu
Crookston Campus	
Contact	Jason Tangquist
Phone	218-281-8424
Email	jtangqui@crk.umn.edu
Morris Campus	
Contact	Marcus Muller
Phone	320-589-6027
Email	mull0262@umn.edu
Rochester Campus	
Contact	Norman Clark
Email	nclark@r.umn.edu
Responsible Individuals	
Responsible Officer	Executive Vice President and Provost
Policy Owner	Vice Provost and Dean of Undergraduate Education Vice Provost and Dean of Graduate Education
Primary Contact	Sarah J Kussow Director, Office of Classroom Management

Definitions

Academic Terms

The University of Minnesota academic calendar includes fall semester, spring semester, and summer semester, also known as academic terms. Classes are offered each of these terms although the duration of the term can vary. See the academic calendar of the appropriate campus for exact dates of the terms in a particular calendar year.

Department-Owned Room (Twin Cities)

A classroom that is operated, maintained, and scheduled by the department that owns it.

Responsibilities

Campuses

- In consultation with the campus registrar, each campus is responsible for establishing a standard class schedule and class periods.
- Colleges and departments should follow the established campus standard schedule and class periods.

Colleges and Departments (Twin Cities)

- Distribute meeting times and patterns, and enrollment throughout the day and week.
- Monitor distribution with the ***Class Scheduling Distribution Summary***.

Office of Classroom Management (Twin Cities)

- Establish campus standard schedule and class period times.
- Monitor and report use of time distributions and variations from standard schedule.

Office of the Executive Vice President and Provost (Twin Cities)

- Considers requests for variance from the standard class schedule when it is necessary.

Related Information

- **Administrative Policy:** *Expected Time per Course Credit: Twin Cities, Crookston, Morris, Rochester*
- **Administrative Policy:** *Teaching and Learning: Instructor and Unit Responsibilities: Twin Cities, Morris, Rochester*
- *University of Minnesota, Twin Cities Academic Calendar*
- **Administrative Policy:** *Academic Calendars: Twin Cities, Crookston, Morris, Rochester*
- **Administrative Policy:** *Makeup Work for Legitimate Absences: Twin Cities, Crookston, Morris, Rochester*

History

Amended

Fall 2025 - Comprehensive Review:

June 2019 - Comprehensive Review:

- Added standard schedule and class periods for Crookston, Morris and Rochester.
- Added an appendix that converted standard schedule text to charts for each campus Twin Cities combined 'B' and 'C' standard class times for clarity Twin Cities clarified standard scheduling rules by converting text into a chart Providing clarity of the standard schedules for each campus that previously were not documented in the policy.
- Adding the appendix improves communication of standard class times.

Amended

May 2011 - Comprehensive Review: Requires colleges to distribute classes evenly throughout the day; Requires colleges to distribute enrollment, as well as classes, throughout the day and throughout the week; Eliminates the 60/40 guidelines of not scheduling more than 60% of the classes during peak hours. Adds two new meeting patterns to the standard class times.

Amended

April 2010 - Added an additional approval step if a faculty member wants to schedule a class on an official University Holiday.

Amended:

December 2009 - This policy now applies to Crookston.

Effective:

April 2009