

**SOUTH DAKOTA SCHOOL OF MINES &
TECHNOLOGY**

Policy Manual

SUBJECT: Course Scheduling

NUMBER: Policy 2-20

REVISED:

To ensure students are able to build an appropriate course schedule required for progress toward timely graduation, campus resources are being maximized, and courses comply with the credit hour requirements articulated in [SDSMT](#) and [BOR](#) policies, it is important to have and follow standard practices regarding course scheduling each semester.

The following course scheduling framework shall be utilized and adhered to for all courses that have defined meeting days and times. Compliance with this scheduling framework is the responsibility of each Department Head and shall be monitored by the Registrar's Office as part of the course schedule production process.

Definitions, Limitations, and Special Considerations:

1. **Common Examination:** An examination given simultaneously to several sections of the same course.
 - a. Common Examinations are standardly scheduled 4:00 – 5:00p Mondays and Wednesdays.
2. **Golden Time:** Early morning and early evening periods of time that are set aside for athletic team activities, including practices, team meetings, and games.
 - a. Golden Time is 6:00 – 7:50a and 5:00 – 7:00p, Monday - Friday
3. No single-section courses or major required courses will be scheduled during Common Examination or Golden Time without the express written permission of the Provost.

Standard Course Start Times – Fall and Spring Semesters

Monday, Wednesday, Friday	Tuesday, Thursday
8:00a	8:00a
9:00a	9:30a
10:00a	11:00a
11:00a	12:30p
12:00p	2:00p
1:00p	3:30p
2:00p	5:00p
3:00p	6:30p
4:00p	
5:00p	
6:00p	
7:00p	

Standard Course Meeting Times – Fall and Spring 15-Week Semesters

1. Three-credit hour (3 cr) lecture courses that meet Monday/Wednesday/Friday (MWF) shall start on the hour and are scheduled as 50-minute sessions each meeting day.
2. Three-credit hour (3 cr) lecture courses that meet Tuesday/Thursday (TTh) shall start at the times identified below and are scheduled as 75-minute sessions each meeting day.
3. Three-credit hour (3 cr) lecture courses that meet one day per week shall be scheduled at/after 4:00p on Monday, Wednesday or Friday and at/after 5:00p on Tuesday or Thursday.
4. One-credit hour (1 cr) and two-credit hour (2 cr) lecture courses shall start at the times identified in the MWF Schedule or TTh Schedule and are scheduled for the number of minutes each meeting day to achieve the appropriate number of contact hours.
5. Four-credit hour (4 cr) lecture courses meet four days per week shall start at the times identified below and are scheduled as 50-minute sessions each meeting day.

Lecture Courses		
MWF Meeting Times	TTh Meeting Times	MWF-T or MWF-Th Meeting Times
8:00 – 8:50a	8:00 – 9:15a	8:00 – 8:50a
9:00 – 9:50a	9:30 – 10:45a	10:00 – 10:50a
10:00 – 10:50a	11:00a – 12:15p	11:00 – 11:50a
11:00 – 11:50a	12:30 – 1:45p	1:00 – 1:50p
12:00 – 12:50p	2:00 – 3:15p	2:00 – 2:50p
1:00 – 1:50p	3:30 – 4:45p	3:00 – 3:50p
2:00 – 2:50p	5:00 – 6:15p	5:00 – 5:50p
3:00 – 3:50p	6:30 – 7:45p	
4:00 – 4:50p	8:00 – 9:15p	
5:00 – 5:50p		
6:00 – 6:50p		
7:00 – 7:50p		

6. One-credit hour (1 cr) lab courses meet one day per week and shall start at the times identified below and are scheduled as a 150-minute session on that meeting day.
7. Two-credit hour (2 cr) lab courses meet two days per week and shall start at the times identified below and are scheduled as 150-minute sessions each meeting day.

Laboratory Courses	
Single Day Meeting Times	Two-day Meeting Times
8:00 – 10:50a	8:00 – 10:50a
11:00a – 1:50p	11:00a – 1:50p
2:00 – 4:50p	2:00 – 4:50p
5:00 – 7:50p	5:00 – 7:50p

Standard Course Start Times and Course Meeting Times – Summer Semester

Courses offered in the summer that have defined meeting days and times must be scheduled for the number of minutes each meeting day to achieve the appropriate number of contact hours based on the credit hours and length of the course.

The following chart provides start and course meeting times for typical three-credit (3 cr) lecture courses and one-credit (1cr) lab courses.

Summer: 10-Week Part of Term		
MWF Lecture Course	TTh Lab Course	MTWThF Lecture Course
9:00 – 10:15a	9:00 – 11:00a	N/A
11:00 – 12:15p		
1:00 – 2:15p	1:00 – 3:00p	
3:00 – 4:15p		
Summer: 5-Week Part of Term		
MWF Lecture Course	TTh Lab Course	MTWThF Lecture Course
9:00a – 11:50a	9:00a – 1:15p	9:00 – 10:30a
1:00p – 3:50p		11:00 – 12:30p
		1:00 – 2:30p

Originated: Academic Affairs, Aug. 2024

Revision History:

BOR Policy/Committee References: [BOR Policy 2.4.3](#)