**Guiding Principles for Course Scheduling**

Learning spaces are a valuable resource at Northern Illinois University, and all spaces should be scheduled efficiently.

# Focus

Develop a course schedule that meets the needs of the students while balancing uniformity with local autonomy and sustainability.

# Flexibility

* Develop a course schedule that is consistent and equitable.
* Provide greater flexibility in offering 2, 3, 4 and 5-day-a-week courses.
* Provide flexibility to offer courses with meeting patterns appropriate to learning and teaching expectations.
* The schedule should be designed to allow ease of movement from one class to another, with 10 to 15 minutes between classes.
* If possible, minimize the number of courses on Fridays, so students and faculty can collaborate more on projects and other opportunities.
* Consider an NIU Winter Term (if implemented) that could run for three weeks, with one week before break and two weeks after break. The NIU Winter Term could help with Gen Ed courses.

# Convenience

* Design course offerings, including the day of the week and time, to meet students’ needs and pedagogical needs of the department delivering the courses.
* Ensure course schedules are accessible and convenient for all students, including those with work and family obligations.
* Improve course availability to increase graduation rates.

# Sustainability

* Consider the environmental impact of scheduling, such as reducing computing time and energy consumption.
* Increase learning space utilization by utilizing standard class times where possible so costs for improvement and maintenance can be targeted and consumable consumption minimized.
* Provide greater flexibility in offering 2, 3, 4 and 5-day-a-week courses.
* If possible, minimize the number of courses on Fridays so buildings can be taken offline (savings in electricity and heating costs.)

# Balance

Create schedules that balance academic demands with opportunities for rest, recreation and self-care.

# Collaboration

Encourage interdepartmental collaboration to reduce scheduling conflicts and make better use of resources.

# Standard Class Times

Generally, classes will be held between 8 a.m. and 5 p.m. Monday through Friday. The standard class times are offered below to help with the increased utilization of spaces:

## One Credit Hour Classes or Non-credit

**One day a week**: 50 minutes for each class starting at the beginning of the hour, for example, 8 a.m. or 9 a.m. regardless of the day of the week.

## Three Credit Hour Classes

* **Three days a week**: 50 minutes for each class starting at the beginning of the hour, for example, 8 a.m. or 9 a.m. regardless of the day of the week.
* **Two days a week**: 75 minutes for each class regardless of the day of the week and scheduled as follows:
  + 8 – 9:15 a.m.
  + 9:30 – 10:45 a.m.
  + 11 a.m. – 12:15 p.m.
  + 12:30 – 1:45 p.m.
  + 2 – 3:15 p.m.
  + 3:30 – 4:45 p.m.
* **One day a week**: 160-minute course

## Four Credit Hour Classes

**Three days a week**: Class times would generally meet three days a week regardless of the day of the week and be scheduled as follows:

* 8-9:15 a.m.
* 9:30-10:45 a.m.
* 11 a.m.-12:15 p.m.
* 12:30-1:45 p.m.
* 2-3:15 p.m.
* 3:30-4:45 p.m.