

3.14.1P
INSTRUCTIONAL DAYS AND HOURS
ADOPT: JUNE 12, 2001
REVISED: APRIL 14, 2009
ED CODE: 79020, 79021, 79030
TITLE 5: 55700-02, 58023

CLASS SCHEDULE TEMPLATE

For the Santa Rosa Campus and the Petaluma Campus:

(The template below provides general guidelines for classes that meet between one and three hours per class meeting. It is understood that not all courses will fit in this template either due to pedagogical issues or higher/lower unit value, requiring more/less scheduled time per week; and are not necessarily applicable to other locations.)

Key Points for All Classes:

- Classes begin at the time indicated in the schedule.
- All classes end **not later than** ten minutes before the end of the stated period so that students can get to their next class (“Passing Time”).
- For classes that meet for more than one clock hour, each clock hour can contain one ten minute break. The ten minute breaks cannot be accumulated and taken all at once. The last ten minutes of a scheduled class is to be used for “Passing Time.”

Special Provisions for Classes:

- For those classes in which formal breaks would be disruptive to the curriculum and/ or class environment, instructors may arrange a suitable alternative (such as self-selected or staggered breaks). The details of such an alternative break arrangement shall be stated in the course syllabus and communicated by the instructor to the students at the first class meeting.
- Exceptions to this policy may be established with the approval of the Department Chairperson, Supervising Administrator and Vice President of Academic Affairs.

CLASS SCHEDULE TEMPLATE

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>
7:30 - 9:00 am	7:30 - 9:00 am	7:30 - 9:00 am	7:30 - 9:00 am	8:00 - 11:00 am	8:00 - 11:00 am
9:00 -10:30 am	9:00 - 10:30 am	9:00 - 10:30 am	9:00 - 10:30 am		
10:30 -12:00 pm	10:30 -12:00 pm	10:30 -12:00 pm	11:00 - 2:00 pm	11:00 - 2:00 pm	11:00 - 2:00 pm
12:00 - 1:30 pm	12:00 - 1:30 pm	12:00 - 1:30 pm	12:00 - 1:30 pm	2:00 - 5:00 pm	2:00 - 5:00 pm
1:30 - 3:00 pm	1:30 - 3:00 pm	1:30 - 3:00 pm	1:30 - 3:00 pm		
3:00 - 4:30 pm	3:00 - 4:30 pm	3:00 - 4:30 pm	3:00 - 4:30 pm		
5:30 - 7:00 pm	5:30 - 7:00 pm	5:30 - 7:00 pm	5:30 - 7:00 pm		
7:00 -10:00 pm	7:00 -10:00 pm	7:00 -10:00 pm	7:00 - 10:00 pm	7:00 - 10:00 pm	7:00 - 10:00 pm