

LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Academic Affairs MAPP02.04.02  
AREA: Academic Courses, Programs, and Curriculum

Schedule Usage & Approved Course Meeting Periods

I. POLICY

- A. Lamar University (LU) provides a defined set of course meeting periods for face-to-face classes. All full-term and 8-week undergraduate lecture classes meeting between 8:00am and 3:50pm must utilize these meeting times when scheduling courses. Exceptions to this policy must be approved by the Dean and the Business Manager of the College offering the course.
- B. Any departments utilizing single-day meeting times should offer a corresponding course or courses during the same meeting time on the other days of the meeting pattern.
- C. Non-lecture courses (lab, individual study, practicum, etc.) must utilize the start time of approved meeting times, except for graduate and doctoral courses, courses starting before 8:00am or after 3:50pm, Studio Arts courses, Nursing Clinicals, and similar non-lecture courses. Exceptions to this must be approved by the Dean and Business Manager of the College offering the course.

II. PURPOSE AND SCOPE

- A. Following a standard pattern of meeting times should reduce scheduling difficulties caused by overlapping courses. This should allow students greater freedom in selecting a class schedule that allows the maximum desired course load.
- B. This policy falls under the authority of applicable federal, state, and Texas State University System (TSUS) statutes, rules, and regulations, including but not limited to the TSUS Rules & Regulations, Texas Education Code Title 3, Higher Education and Texas Administrative Code, Title 19, Education.

III. DEFINITIONS

- A. Meeting Time. A defined start and stop time for a course.
- B. Meeting Pattern. A schedule of days that a course would meet.

POLICY ROLES AND RESPONSIBILITIES

- A. Department Chair
  - 1. Submit course requests for addition to upcoming schedule.

B.

## POLICYLOG

Version	Date	Description of Changes
1	01/31/2024	Policy draft completed.
	02/19/24 - 04/04/24	Reviews by constituency groups completed.
	03/25/24 - 04/25/24	Review by campus community completed.
	05/08/2024	Policy approved by President.