



# Student Success Focused Compressed Calendar Project

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## Background

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A compressed calendar means altering the academic schedule from an 18 (or 17.5) week semester to a 16-week semester (the minimum mandated by California Ed Code) without loss of instructional time in the classroom. As of November 2023, 65 of the 114 California Community Colleges have converted to a compressed calendar.

In Fall 2021 71% of students attending SBCCD (San Bernardino Community College District) are successful part-time students. In the previous five years from Fall 2017 to Fall 2021 the percent of part-time students has ranged from 68% to 71%. Rather than adapting to aid these successful students in the completion of their educational goals as part-time students, numerous initiatives have been attempted over the past two decades to increase the rate of part-time students that become full-time students. None of these initiatives has increased the percentage of students attending full-time. With this history, it has become our goal to shift from solely promoting full-time enrollment for part-time students to better supporting our part-time students as part-time students, while continuing to remove barriers to full-time enrollment.

## Recommendation

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As we review the following compressed calendar proposals, please keep the following in mind.

- There is no link to student success and full-time enrollment. Research strongly indicates that students who enroll in short-term compressed classes are more likely to successfully complete the course when compared to students enrolled in traditional length courses.
  - When controlling for instructor, course, and demographics, the best predictors of course success are prior GPA and short-term courses ([Gamboa, 2013](#)).
  - A literature review comparing course success among compressed and traditional length courses shows that students in compressed courses performed as well or better than students in traditional length courses ([Aslanian, 2021](#))
  - Our part-time students are completing successfully; our goal is to decrease the time it takes for them to do so.
  - Research conducted in [Fall 2006 by Chaffey College published by the ASCCC](#) strongly indicates that moving to a compressed calendar increases the success rate by 3% over a six-year period.
- Many of the District's part-time students take between 6-9 units in each primary term.
  - The average number of units enrolled in by part-time students in the primary terms from 2018 to 2023 is 7.2 units each primary term.
  - The District's term planning needs to adapt to this need rather than asking students to enroll in additional units.
- A year-round approach toward education planning will enable students to progress towards their academic goals (completion) at a greater rate.
- This plan builds on the excellent work to date on developing guided pathways, increasing dual enrollment (CCAP) participation, and providing more opportunities for students to engage in short-term/late start courses.

- The compressed calendar provides more opportunities for part-time students to complete the same number of units as full-time students during the same amount of time.

<b>Sample Part-Time Student Unit Pathway</b>	<b>Sample Full-Time Student Unit Pathway</b>
Fall Term (6-9 units) Spring Term (6-9 units) Spring 2 Term (part of summer) (3-6 units) Summer Term (3-6 units)	Fall Term (12 units) Spring Term (12 units) Spring 2 Term (3 units) Summer Term (3 units)
<b>Total units = 18-30 units</b>	<b>Total units = 30 units</b>

## Additional Benefits of Compressed Calendar

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### Dual Enrollment

As part of our part-time enrollment, our Dual Enrollment students will also benefit from the movement toward a compressed calendar. With this proposal high school students will be able to earn 6 units of General Education (GE) transferable dual enrollment credit during their Junior and Senior years in high school. A sample combination could be 3 units College Success Counseling Course + 3 units GE/IGETC/CSU course that is applicable to one of the developed college guided pathways. This would allow us to build a more substantial dual enrollment CCAP initiative with our service area high schools, promoting retention and completion rates.

### CTE Exceptions

As with our current calendar, our district CTE programs will continue to operate outside of the academic calendar as their program/licensure requirements dictate.

### Spring 2 (Part of Summer Term)

Depending on which option is chosen, Spring 2 starts early enough in May to allow students to either take a 6- or 8-week section back to back, allowing for the ability to complete six units and keep pace with completing a full load within a year.

### Streamlined Short-Term/Late-Start Terms

To further support all students, the compressed calendar presents the opportunity to streamline short-term/late start blocks. A large array of short-term classes can be confusing to navigate, understand, and schedule. We are proposing 8-week short-term/late start blocks in both the primary Fall and Spring terms, as well as standardizing the two secondary terms at 6-weeks—both secondary terms can also be combined to create a 12-week short-term that may better support higher unit and lab-based courses. This would allow us the opportunity to clearly communicate to our students our enrollment and class start times, as well as workload expectations for short-term/late-start classes.

## Update Standardized Schedule Time Blocks

The compressed calendar allows us to continue to use and better adapt standardized schedule blocks (start & end times) for all courses. Readdressing and clarifying our time blocks with this compressed calendar and standardized short-term/late-start terms enable students to schedule successive courses more readily in a single day. These changes would also create significantly increased efficiency with the use of classrooms and labs. A standard schedule block will be revised for the most common course units: 3-, 4- & 5-unit courses for both lecture & lab sections.

## Three Compressed Calendar Options

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There are three compressed calendar options, the 16, 16, 12-week option, the 16, 16, 16 Trimester Option, and the option with a winter session (16, 5, 16, 8 week option). Each offers different benefits.

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## 16-16-12 Week Compressed Calendar

The proposed compressed calendar utilizes the creation of two primary 16-week terms and one secondary 12-week (or two secondary 6-week) terms. This includes a week with no instruction prior to start of the Spring 2 (summer) term and a week with no instruction at the end of the summer term.

<b>Term</b>	<b>Length</b>	<b>Notes</b>
Fall Term	16-week	Aug - Dec
Spring Term	16-week	Jan - Apr
Spring 2 Term (Considered part of Summer)	6-week	May - Aug 12-week combinations
Summer Term	6-week	

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# San Bernardino Community College District (16-16-12-Week Compressed Calendar Option)

Fall 2022

Aug 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WK1

Sep 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Oct 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dec 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WK16

### Pros

- Fall Term starts August 29 and Ends December 17: 16 weeks.
- Flex and In-Service would start two weeks later, August 23-26.
- Finals week stays the same.

### Challenges

- There is no fall break and classes would be scheduled for November 21-23.

### CURRENT LEGEND

Flex Days	Aug 9			
In-Service Days	Aug 10 – 12			
Term Start Days	Aug 15 (Fall)			
Final Exam Weeks	Dec 10 – 16 (Fall)			
Recesses	Nov 21 – 23 (Thanksgiving)			
Holidays: campus closed	Sep 5 (Labor Day)	Nov 24 – 26 (Thanksgiving)	Nov 11 (Veterans Day)	Dec 24 – Jan 2 (Winter Break)

### Fall 2022 Legend with Compressed Calendar Changes

Flex Days	Aug 23			
In-Service Days	Aug 24-26			
Term Start Days	Aug 29 (Fall)			
Final Exam Weeks	Dec 10 – 16 (Fall)			
Recesses				
Holidays: campus closed	Sep 5 (Labor Day)	Nov 24 – 26 (Thanksgiving)	Nov 11 (Veterans Day)	Dec 24 – Jan 2 (Winter Break)

# San Bernardino Community College District (16-16-12-Week Compressed Calendar Option)

Spring 2023

WK1

Jan 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Mar 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

WK16

### Pros

- Even though there is no spring break, summer break would be an additional four weeks off starting in May.
- Finals week would occur four weeks earlier, April 24-29.
- It is possible to start later in January for transition time from fall to spring, which would reduce time off in the summer.

### Challenges

- Spring Term starts January 9 and Ends April 29: 16 weeks.
- Flex and In-Service would start a week early, January 4-6.
- There is no spring break.

### LEGEND

Flex Days	Jan 11			
In-Service Days	Jan 12 – 13, Apr 11, May 24 (Commencement)			
Term Start Days	Jan 17 (Spring)			
Final Exam Weeks	May 17 – 23 (Spring)			
Recesses	March 20 – 25 (Spring Break)			
Holidays: campus closed	Jan 16 (MLK Day)	Feb 17 (Lincoln's Bday)	Feb 20 (Washington's Bday)	May 29 (Memorial Day)

### Spring 2023 Legend with Compressed Calendar Changes

Flex Days	Jan 4			
In-Service Days	Jan 5-6, Apr 11 (May want to move), April 28 (Commencement)			
Term Start Days	Jan 9 (Spring)			
Final Exam Weeks	April 24-29 (Spring)			
Recesses	No Spring Break			
Holidays: campus closed	Jan 16 (MLK Day)	Feb 17 (Lincoln's Bday)	Feb 20 (Washington's Bday)	May 29 (Memorial Day)

WK1

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jun 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jul 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WK12

Aug 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Pros**

- A 12-week summer can start two weeks after spring ends and end two weeks prior to the start of the fall term.
- Summer 2023 would start on May 15 and end on August 3.
- Fall 2023 Term would start on August 28.
- The start and end dates for the term could move earlier or later if needed.
- High schools in area end around June 9 and high school students can take classes in second six weeks of summer.

**Challenges**

- With the 12-week summer it is more challenging to schedule high unit courses and courses with labs.

**LEGEND**

Flex Days	Aug 8		
In-Service Days	Aug 9 – 11, May 24 (Commencement)		
Term Start Days	Aug 14 (Fall)		
Final Exam Weeks	May 17 – 23 (Spring)		
Holidays: campus closed	May 29 (Memorial Day)	Jul 4 (Ind. Day Observed)	June 19 (Juneteenth)

**Summer 2023 Legend with Compressed Calendar Changes**

Flex Days	Aug 22		
In-Service Days	Aug 23 – 25		
Term Start Days	May 15 (Summer), Aug 28 (Fall)		
Final Exam Weeks			
Holidays: campus closed	May 29 (Memorial Day)	Jul 4 (Ind. Day Observed)	June 19 (Juneteenth)



## Trimester Compressed Calendar (Three 16-Week Terms)

The proposed compressed calendar utilizes the creation of two primary 16-week terms and one secondary 16-week (or two secondary 8-week) terms. This option adds an additional four weeks to the summer break.

<b>Term</b>	<b>Length</b>	<b>Notes</b>
Fall Term	16-week	Aug - Dec
Spring Term	16-week	Jan - Apr
Spring 2 Term (Considered part of Summer)	8-week	May - Aug 16-week combinations
Summer Term	8-week	

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San Bernardino Community College District (Trimester Compressed Calendar: Three 16 week terms)

Summer 2023 (16 weeks)

WK1

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jun 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Jul 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

WK16

Aug 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Pros**

- Summer 2023 would start on May 1 and end on August 17.
- With the 16-week summer it is easier to schedule high unit courses and courses with labs.
- Fall 2023 Term would start on August 28.
- High schools in area end around June 9 and high school students can take classes in second six weeks of summer.

**Challenges**

- Moving to a 16-week semester means that the district would move towards a trimester format.
- There would be no breaks and instruction would happen year round.

**LEGEND**

Flex Days	Aug 8		
In-Service Days	Aug 9 – 11, May 24 (Commencement)		
Term Start Days	Aug 14 (Fall)		
Final Exam Weeks	May 17 – 23 (Spring)		
Holidays: campus closed	May 29 (Memorial Day)	Jul 4 (Ind. Day Observed)	June 19 (Juneteenth)

**Summer 2023 Legend with Compressed Calendar Changes**

Flex Days	Aug 22		
In-Service Days	Aug 23 – 25		
Term Start Days	May 1 (Summer), Aug 28 (Fall)		
Final Exam Weeks			
Holidays: campus closed	May 29 (Memorial Day)	Jul 4 (Ind. Day Observed)	June 19 (Juneteenth)

## Winter Session: 16-5-16-8 Week Compressed Calendar

The proposed compressed calendar utilizes the creation of two primary 16-week terms, a winter session, and one secondary 8-week summer term. This includes a week with no instruction prior to start of the Spring 2 (summer) term and a week with no instruction at the end of the summer term.

<b>Term</b>	<b>Length</b>	<b>Notes</b>
Fall Term	16-week	Aug - Dec
Winter Term	5-week	January
Spring Term	16-week	February - May
Summer Term	8-week	June - Aug

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San Bernardino Community College District (**Winter Session: 16-5-16-8 Week**)

Fall 2022 with Winter Session

Aug 2022						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WK1

Sep 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Oct 2022						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2022						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Dec 2022						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WK16

**Pros**

- Finals week would be December 3 - 9.
- Fall Term starts August 15 and Ends December 9: 16 weeks.

**Challenges**

- There is no fall break and classes would be scheduled for November 21-23.
- Flex and In-Service would start on the same days, August 9-12.
- There is no instruction for two weeks: December 12-23.
- The Spring In-Service Days normally in January move to December after the semester ends.

**CURRENT LEGEND**

Flex Days	Aug 9			
In-Service Days	Aug 10 – 12			
Term Start Days	Aug 15 (Fall)			
Final Exam Weeks	Dec 10 – 16 (Fall)			
Recesses	Nov 21 – 23 (Thanksgiving)			
Holidays: campus closed	Sep 5 (Labor Day)	Nov 24 – 26 (Thanksgiving)	Nov 11 (Veterans Day)	Dec 24 – Jan 2 (Winter Break)

**Fall 2022 Legend with Compressed Calendar Changes**

Flex Days	Dec 12			
In-Service Days	Dec 13-14			
Term Start Days	Aug 15 (Fall)			
Final Exam Weeks	Dec 3 – 9 (Fall)			
Recesses				
Holidays: campus closed	Sep 5 (Labor Day)	Nov 24 – 26 (Thanksgiving)	Nov 11 (Veterans Day)	Dec 24 – Jan 2 (Winter Break)

WK1

Jan 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WK5

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

**Pros**

**Challenges**

- The Winter Intersession would start January 3 and end Friday, February 3: 5 weeks.
- Research indicates that winter sessions often reduce enrollments in the spring
- There is no instructional break between the Winter Intersession and Spring Semester.
- The Spring In-Service Days normally in January move to December after the semester ends.

**LEGEND**

Flex Days	Jan 11			
In-Service Days	Jan 12 – 13			
Term Start Days	Jan 17 (Spring)			
Holidays: campus closed	Jan 16 (MLK Day)			

**Winter 2023 Intersession Legend with Compressed Calendar Changes**

Flex Days	Dec 12			
In-Service Days	Dec 13-14			
Term Start Days	Jan 3 (Spring)			
Term End Day	Feb 3			
Holidays: campus closed	Jan 16 (MLK Day)			

San Bernardino Community College District (**Winter Session: 16-5-16-8 Week**)

Spring 2023 with Winter Session

WK1

Feb 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Mar 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Pros

Challenges

- Spring Term starts February 6 and ends May 27: 16 weeks.
- This example does not include spring break. If a spring break was added, the spring semester would end the first week of June.

**LEGEND**

Flex Days	Jan 11			
In-Service Days	Jan 12 – 13, Apr 11, May 24 (Commencement)			
Term Start Days	Jan 17 (Spring)			
Final Exam Weeks	May 17 – 23 (Spring)			
Recesses	March 20 – 25 (Spring Break)			
Holidays: campus closed	Jan 16 (MLK Day)	Feb 17 (Lincoln's Bday)	Feb 20 (Washington's Bday)	May 29 (Memorial Day)

**Spring 2023 Legend with Compressed Calendar Changes**

Flex Days				
In-Service Days	, Apr 11, May 26 (Commencement)			
Term Start Days	Feb 6 (Spring)			
Final Exam Weeks	May 22 – 27 (Spring)			
Recesses	March 20 – 25 (Spring Break)			
Holidays: campus closed	Jan 16 (MLK Day)	Feb 17 (Lincoln's Bday)	Feb 20 (Washington's Bday)	May 29 (Memorial Day)

San Bernardino Community College District (**Winter Session: 16-5-16-8 Week**)

Summer 2023 with Winter Session (8 weeks)

WK1

Jun 2023						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

WK 8

Jul 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Aug 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

**Pros**

- There would be a break of instruction during the first week in June.

**Challenges**

- With a winter session, summer would start on June 12 and end on August 3.

**LEGEND**

Flex Days	Aug 8		
In-Service Days	Aug 9 – 11		
Term Start Days	Aug 14 (Fall)		
Holidays: campus closed	Jul 4 (Ind. Day Observed)	June 19 (Juneteenth)	

**Summer 2023 Legend with Winter Session**

Flex Days	Aug 8		
In-Service Days	Aug 9 – 11		
Term Start Days	Jun 12 (Summer) Aug 14 (Fall)		
Holidays: campus closed	Jul 4 (Ind. Day Observed)	June 19 (Juneteenth)	

# Sample Scheduling Options

## Six Week Sample Scheduling Options

Units / Inst Method	Scheduling Pattern	Included 10-minute Breaks	Number of Sessions Per Week
1-u lec	Once per week for 2 hr 50 min	Two	1
	Twice per week for 1 hr 15 min	None	2
	Three sessions per week for 50 min	None	3
1.5-u lec .5-u lab	Twice per week for 4 hr 15 min	Three	2
	Three sessions per week for 2 hr 50 min	Two	3
	Four sessions per week for 2 hr 5 min	One	4
	Five sessions per week for 1 hr 30 min	None	5
2-u lec	Twice per week for 2 hr 50 min	Two	2
	Three sessions per week 1 hr 50 min	One	3
	Four sessions per week for 1 hr 15 min	None	4
	Five sessions per week for 1 hr 5 min	None	5
3-u lec 1-u lab	Four sessions per week for 4 hr 15 min	Three	4
	Five sessions per week for 3 hr 20 min	Two	5
4-u lec	Three sessions per week at 3 hr 50 min	Three	3
	Four sessions per week at 2 hr 50 min	Two	4
	Five sessions per week for 2 hr 10 min	One	5
5-u lec	Three sessions per week at 4 hr 50 min	Four	3
	Four sessions per week at 3 hr 25 min	Two	4
	Five sessions per week for 2 hr 50 min	Two	5
6-u lec 2-u lab	Five sessions per week for 7 hr	Five	5



## Eight Week Sample Scheduling Options

Units / Inst Method	Scheduling Pattern	Included 10-minute Breaks	Number of Sessions Per Week
1-u lec	Once per week for 2 hr 5 min	One	1
	Twice per week for 50 min	None	2
1.5-u lec .5-u lab	Twice per week for 3 hr 5 min	Two	2
	Three sessions per week for 2 hr 5 min	One	3
	Four sessions per week for 1 hr 20 min	None	4
2-u lec	Once per week for 4 hr 15 min	Three	1
	Twice per week for 2 hr 5 min	One	2
	Three sessions per week 1 hr 15 min	None	3
3-u lec 1-u lab	Three sessions per week for 4 hr 15 min	Three	3
	Four sessions per week for 3 hr 5 min	Two	4
	Five sessions per week for 2 hr 25 min	Two	5
4-u lec	Two sessions per week at 4 hr 15 min	Three	2
	Three sessions per week at 2 hr 50 min	Two	3
	Four sessions per week at 2 hr 5 min	One	4
	Five sessions per week at 1 hr 30 min	None	5
5-u lec	Three sessions per week at 3 hr 25 min	Two	3
	Four sessions per week at 2 hr 30 min	One	4
	Five sessions per week at 2 hr 5 min	One	5
6-u lec 2-u lab	Four sessions per week at 6 hr 25 min	Four	4
	Five sessions per week at 5 hr 10 min	Five	5

## Twelve Week Sample Scheduling Options

Units / Inst Method	Scheduling Pattern	Included 10-minute Breaks	Number of Sessions Per Week
1-u lec	Once per week for 1 hr 15 min	None	1
1.5-u lec .5-u lab	Once per week for 4 hr 15 min	Three	1
	Twice per week for 2 hr 5 min	One	2
	Three per week for 1 hr 15 min	None	3
2-u lec	Once per week for 2 hrs 50 min	Two	1
	Twice per week for 1 hr 15 min	None	2
	Three sessions per week for 50 min	None	3
3-u lec 1-u lab	Twice per week for 4 hr 15 min	Three	2
	Three sessions per week for 2 hr 50 min	Two	3
	Four sessions per week for 2 hr 5 min	One	4
	Five sessions per week for 1 hr 30 min	None	5
4-u lec	Twice per week for 2 hrs 50 min	Two	2
	Three sessions per week at 1 hr 50 min	One	3
	Four sessions per week at 1 hr 15 min	None	4
5-u lec	Twice per week for 3 hrs 25 min	Two	2
	Three sessions per week at 2 hr 15 min	One	3
	Four sessions per week at 1 hr 30 min	None	4
	Five sessions per week for 1 hr 15 min	None	5
6-u lec 2-u lab	Three sessions per week 5 hrs 50 min	Five	3
	Four sessions per week at 4 hr 15 min	Three	4
	Five sessions per week for 3 hr 20 min	Two	5

# Sixteen Week Sample Block Schedule

Purpose: Provide common passing times for students to pass from one class to another.

Principles: Classes should be scheduled to fit into the standard scheduling blocks in one of two ways:

1. START at a standard start time.

OR

2. END at a standard end time.

## Standard 16-Week Scheduling Blocks

<u>Start Times</u>		<u>End Times for 3-unit lecture</u>	Block scheduling applies to ALL classes, regardless of units.
8:00 AM		9:25 AM	
9:40 AM		11:05 AM	
11:20 AM		12:45 AM	
1:00 PM		1:40 PM	
2:40 PM		4:05 PM	
4:20 PM		5:45 PM	
6:00 PM		7:25 PM or 9:05 PM	

Standard block length is 85 minutes.

Standard break between classes is 15 minutes.

- Preference should be given to Principle #1 whenever possible.
- Classes meeting prior to 8:00 AM should follow Principle #2.
- Evening classes should start at 6:00 PM or 6:30 PM.
- Required 10-minute breaks may not be saved and taken at the end of the class session. However, two or more 10-minute breaks can be taken together during the middle of the class session.
- Deans may grant necessary exceptions to these guidelines in consultation with the faculty in the discipline, if approved by the Vice President of Instruction.

## Sixteen Week Sample Scheduling Options

Units / Inst Method	Scheduling Pattern	Included 10-minute Breaks	Number of Sessions Per Week
1-u lec	Once per week for 1 hr 5 min	None	1
1.5-u lec .5-u lab	Once per week for 3 hr 5 min	Two	1
	Twice per week for 1 hr 20 min	None	2
	Three sessions per week for 1 hr 5 min	None	3
2-u lec	Once per week for 2 hrs 5 min	One	1
	Twice per week for 1 hr 5 min	None	2
3-u lec 1-u lab	Twice per week for 3 hrs 5 min	Two	1
	Three sessions per week for 2 hr 5 min	One	2
	Four sessions per week for 1 hr 20 min	None	3
	Five sessions per week for 1 hr 5 min	None	4
4-u lec	Once per week for 4 hrs 15 min	Three	1
	Twice per week for 2 hrs 5 min	One	2
	Three sessions per week at 1 hr 15 min	None	3
	Four sessions per week at 1 hr 5 min	None	4
5-u lec	Once per week for 5 hrs 20 min	Four	1
	Twice per week for 2 hrs 30 min	One	2
	Three sessions per week at 1 hr 30 min	None	3
	Four sessions per week at 1 hr 10 min	None	4
6-u lec 2-u lab	Four sessions per week 4 hrs 15 min	Three	3
	Four sessions per week 3 hrs 5 min	Two	4
	Five sessions per week 2 hrs 25 min	One	5