Campus policy requires course sponsoring units to offer at least 40 percent of their courses outside of prime time in order to ensure student access to a wide range of classes and to maximize use of classroom space throughout the week.

Only graduate seminars and senior seminars adopting a similar pedagogy may be scheduled in once-weekly sessions in the Humanities Division. (Courses carrying fewer than five-credits can be considered for once-per-week scheduling based upon request and pedagogical justification.)

Once-weekly Humanities senior seminar courses, which exceed a standard-length time block, may only be offered after 3:30 p.m. on Monday, Wednesday, or Friday or after 4 p.m. on Tuesday or Thursday, regardless of whether the class is to be offered in department or registrar space.

All five-credit courses will meet at least 3.5 hours per week (excluding sections or labs) unless otherwise approved by the Committee on Educational Policy for undergraduate courses or Graduate Council for graduate courses, following the regular course approval and revision processes.

The Registrar's scheduling blocks are designed to ensure that contact hours stay aligned with credit values. Off-grid course schedules are an exceptional practice for both practical and educational reasons.

An instructor whose course is scheduled for once-per-week sessions is expected to hold in-person office hours on another day from the class meeting in order to provide students with access to the instructor on more than one day per week.