

## **STANDARD MEETING TIMES & EXCEPTION PROCEDURES**

Please note the standard meeting times listed below. Any other combination (including classes that meet once a week) will be considered a non-standard meeting time and will require that an exception be made for this alternate meeting time. The Student Information System (SIS) prevents the entering of non-standard time periods without prior approval from either your college office (undergraduate courses) or the department chair/program director (graduate courses). Justifications or approvals for non-standard times should be directed to our email address ([schedule@umd.edu](mailto:schedule@umd.edu)). Classes being offered at non-standard times 2pm or later will not require additional approval.

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**MONDAY, WEDNESDAY & FRIDAY:** Begin on the hour and continue for a fifty-minute period. On these days there is a ten minute break in between classes.

Examples would be as follows:

MWF 8:00-8:50am

MWF 1:00-1:50pm

MWF 3:00-3:50pm.

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**TUESDAY & THURSDAY:** Consist of a seventy-five minute period and will have fifteen minute break in between classes.

Examples would be as follows:

Tu Th 8:00-9:15am

Tu Th 9:30-10:45am

Tu Th 11:00am- 12:15pm

Tu Th 12:30-1:45pm

Tu Th 2:00-3:15pm

Tu Th 3:30-4:45pm

Tu Th 5:00-6:15pm

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