

KANKAKEE COMMUNITY COLLEGE

CLASS SCHEDULING RULES

May 23, 2023

Policy

Section 309.2 of the [KCC Board Policy Manual](#) provides policy for credit hours and refers to Illinois Community College Board (ICCB) standards. The [ICCB Administrative Rules](#) provide definitions and guidelines for academic term, credits, program length, and tuition parameters (Section 1501.309).

Process

The process for academic course scheduling is overseen by the Vice President of Academic Affairs Office and is completed through each academic division office. A process map is accessible through the Institutional Processes section on the Portal.

Application of Policy

These rules assume 16-week courses and should be adjusted proportionately for varying class lengths.

Lecture Courses

1. Two (2) credit hour lecture courses, where able and as dictated by discipline, should typically be scheduled to meet for 50 minutes twice weekly on Monday/Wednesday or Tuesday/Thursday beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on.
2. Three (3) credit hour lecture courses, where able and as dictated by discipline, should typically be scheduled to meet for 75 minutes twice weekly on Monday/Wednesday or Tuesday/Thursday beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on.
3. Four (4) credit hour lecture courses, where able and as dictated by discipline, should typically be scheduled to meet for 50 minutes four days a week beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 pm and so on *or* 1 hour and 10 minutes three days a week at the times previously mentioned.
4. Five (5) credit hour lecture courses, where able and as dictated by discipline, should be scheduled to meet for one hour and 25 minutes three days a week *or* for 1 hour and 5 minutes four times a week Mondays through Thursdays.

Lecture Plus Lab Courses

5. Three (3) credit hour lecture and lab course with two (2) lecture hours and two (2) lab hours:
 - a. Two (2) lecture hour portion, where able and as dictated by discipline, should typically be scheduled to meet for 50 minutes twice weekly on

Monday/Wednesday or Tuesday/Thursday beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on.

- b. The two-credit hour lab portion should be scheduled for 1 hour and 40 minutes once a week Mondays through Thursdays, preferably before or after the lecture portion of the class where/when able.

6. Three (3) credit hour ARTS courses with one (1) lecture and five (5) studio hours:
 - a. The one (1) lecture hour portion, where able and as dictated by discipline, should typically be scheduled to meet for 50 minutes twice weekly on Monday through Thursday, beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on or 1 hour and 40 minutes once weekly on the days and times previously mentioned.
 - b. The five (5) credit hour studio portion should be scheduled to meet for 2 hours twice a week Mondays through Thursdays, preferably before or after the lecture portion of the class where/when able.

7. Three credit hour ARTS courses with two (2) lecture hours and two (2) studio hours:
 - a. The two (2) lecture hour portion, where able and as dictated by discipline, should typically be scheduled to meet for 1 hour and 40 minutes twice weekly on Monday/Wednesday or Tuesday/Thursday, beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on.
 - b. The two (2) credit hour studio portion should be scheduled to meet for 50 minutes twice weekly Mondays/Wednesday or Tuesday/Thursday *or* for 1 hour and 40 minutes once a week on Mondays through Thursdays, preferably before or after the lecture portion of the class where/when able.

8. Four (4) credit hour lecture and lab courses with three (3) lecture hours and four (4) lab hours:
 - a. The three (3) lecture hour portion, where able and as dictated by discipline, should typically be scheduled to meet for 75 minutes twice weekly on Monday/Wednesday or Tuesday/Thursday, beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on.
 - b. The four (4) credit hour lab portion should be scheduled to meet for 3 hours and 20 minutes once a week on Mondays through Thursdays, preferably before or after the lecture portion of the class where/when able.

9. Four (4) credit hour lecture and lab course with three (3) lecture hours and three (3) lab hours:
 - a. The three (3) lecture hour portion, where able and as dictated by discipline, should typically be scheduled to meet for 75 minutes twice weekly on Monday/Wednesday or Tuesday/Thursday, beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on.
 - b. The three (3) credit hour lab portion should be scheduled to meet for 2 hours and 30 minutes once a week on Mondays through Thursdays, preferably before or after the lecture portion of the class where/when able.

10. Four (4) credit hour course with three (3) lecture hours and (2) lab hours:
 - a. The three (3) lecture hour portion, where able and as dictated by discipline, should typically be scheduled to meet for 75 minutes twice weekly on Monday/Wednesday or Tuesday/Thursday, beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on.
 - b. The two (2) credit hour lab portion should be scheduled to meet for 1 hour and 40 minutes once a week on Mondays through Thursdays, preferably before or after the lecture portion of the class where/when able.

11. Three credit hour course with 1.5 lecture hours and 4 lab hours:
 - a. The 1.5-hour lecture portion, where able and as dictated by discipline, should typically be scheduled to meet for 75 minutes once a week on Monday/Wednesday or Tuesday/Thursday beginning at 8:00 am, 9:30 am, 11:00 am, 12:30 pm, 2 p.m. and so on.
 - b. The four (4) credit hour lab portion should be scheduled for 3 hours and 20 minutes once a week Mondays through Thursdays, preferably before or after the lecture portion of the class where/when able.

Six and eight credit hour courses commonly found in cohorted programs in CTE will be examined on an individual basis and scheduled by the appropriate division dean.

Evening Courses

1. Three (3) hour lecture classes meet twice a week for 75 minutes on Monday/Wednesday or Tuesday/Thursday from 6:00-7:15 p.m. or 7:30-8:45 p.m. or 2 hours and 30 minutes from 6-8:30 p.m. or 7:30-10 p.m. once weekly Mondays through Thursdays.
2. Courses with a **science** lab component should meet on Monday/Wednesday or Tuesday/Thursday from 5:00-7:10 pm, or 7:15-9:25 pm.
3. Classes meeting once a week should meet on any evening except Friday at a time convenient for the students. Class meeting times should allow for a break.
4. Courses with a **computer** lab component and meeting twice a week should meet from 5:45-7:25 pm or 7:30-9:10 pm.

SUMMER COURSE SCHEDULE

1. Two sessions will be offered: one 6-week session and one 8-week session. Six-week, 3-credit hour classes should meet twice weekly for 3 hours and 20 minutes in either the morning or afternoon. Eight-week, 3-credit hour classes will meet twice weekly for 2 hours and 30 minutes in the morning or afternoon.

Note: Individual Summer courses will follow schedule patterns similar to those outlined above.

