

Policy Title	Class Schedules
Responsible AIU Office (Higher Management/Directorate)	Vice president for Academic Affairs
Policy Owner (Executive Department/Office)	Registrar Office
Pertinent Dates	Created: June 2022 expired, revised, approved, became effective.

I. SCOPE OF POLICY

The primary goal of the Academic Scheduling Process is to maximize the probability that all students receive their choice of courses required for graduation on a timely basis (within the prescribed number of semesters) by providing a conflict-free resource environment (staff, space, and courses) which minimizes operating and capital costs.

II. DEFINITIONS

III. POLICY STATEMENT

- General objectives in building the Schedule of Classes include providing workable schedules for students by departments, ensuring access to courses by students, making efficient use of classrooms and laboratories/special laboratories, and minimizing overhead associated with Schedule of Classes administration.
- All classes are scheduled to start at the hour or half-hour.
- The length of the academic week and variations in time patterns used in constructing a schedule of classes play important roles in the effectiveness of the academic schedule.
- All credit courses of the programs are normally expected to meet for 50 minutes per credit hour per week during a fifteen-(15) week semester; courses scheduled in shorter sessions (e.g. concentrated courses by visiting professors) must meet for an equal amount of time over the shorter period.
- The probability of a student obtaining a conflict-free schedule can be greatly increased when the courses are distributed throughout the hours of the day and the days of the week.
- It is highly desirable to distribute course offerings evenly over an academic week, thus providing for the largest number of non-conflicting time patterns.
- Academic week is from Saturday till Thursday. Classes may be scheduled on Friday in exceptional cases.
- The standard set of time patterns is as follows:

8:00 am – 8:50 am	01:00 pm – 01:50 pm	06:00 pm – 06:50 pm
9:00 am – 9:50 am	02:00 pm – 02:50 pm	07:00 pm – 07:50 pm
10:00 am – 10:50 am	03:00 pm – 03:50 pm	08:00 pm – 08:50 pm

11:00 am – 11:50 am	04:00 pm – 04:50 pm	09:00 pm – 09:50 pm
12:00 pm – 12:50 pm	05:00 pm – 05:50 pm	10:00 pm – 10:50 pm

- Exceptions: Labs and Clinical or Practicum Courses
- Other Exceptions include didactic courses taught in conjunction with clinical or practicum classes.
- Class schedule for Fall and Spring semesters should be published within the fifteen-week of the prior semester. Summer Course should be published one week after the Spring semester results are announced.

IV. RESPONSIBILITIES

- The Registrar Office is responsible for the implementation of the class schedule.
- The Faculty should communicate their preferences to the Registrar Office before implementing the schedule.

V. POLICY STANDARDS AND PROCEDURES

- Academic department sends their class offerings and the teaching plan to the Registrar Office at the tenth week of each semester.
- The Registrar office prepares the schedule and gets the approval before the fifteenth week.
- The Vice President for Academic Affairs approves the schedule.
- The schedule is published on the students' portal on the fifteenth week for Fall and Spring semesters. Summer semester schedule should be published after the Spring semester by one week.

VI. FORMS/INSTRUCTIONS (if applicable)

VII. APPENDICES (if applicable)

Academic Calendar

VIII. CONTACT INFORMATION

Email: registrar@Aiu.edu.eg

Website: <https://aiu.edu.eg/>

Facebook Page: <https://www.facebook.com/AiuOfficialgov>

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