

**Flexibly Scheduled Courses
Fewer than 11 Consecutive Days#**



THE UNIVERSITY OF
TOLEDO
1872

Under the guidelines established by the Ohio Board of Regents, a course that meets for less than 11 consecutive days is considered to be flexibly scheduled. Each flexibly scheduled course must have a course syllabus on file with the Provost's Office. The census point for a flexibly scheduled course is the end of business on the date closest to completing 20 percent of the course section based on the official start and end dates, regardless of the course section-meeting pattern. The add/drop period for a flexibly scheduled course depends on the start/stop dates of the course. All add/drop dates are available on the Registrar's web site.

A COURSE SYLLABUS MUST BE ATTACHED. If the course is cross-listed between undergraduate and graduate level, a course syllabus for each course level must be attached. Missing course syllabi will delay the addition of the course to the schedule.

Department: _____ College: _____

Course ID: _____ Section No.: _____ Term: _____

Course Title: _____

Instructor of Record: _____

Credit Hours: _____ Max Enrollment: _____

Contact Hours: _____ Start Date: _____

Total Contact Hours: _____ End Date: _____

Meeting Day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Daytime Meeting (starts before 4:00 p.m.) Evening meeting (starts after 4:00 p.m.)

Start/stop Times: _____ Start/Stop Times: _____

Schedule Type: LE SE RE LB

Instructional Method: CL DL HyBrid WebAsst Other (specify): _____

Location: Main HSC Museum Campus

Off campus If Off campus, identify location: _____

Other (specify) _____

Instructor of Record Signature Date

Department Chair Signature Date

Office of the Dean Date

Office of the Provost Date