

¹ A course meets during a term if it meets between the regular begin and end dates of the term. Winter inter-session courses should not be considered as meeting during any term, and thus are flex.

² SIS week codes that should not be considered Flexibly Scheduled:

- ** , FT: Full term
- *A: First half of term
- *B: Second half of term
- *E: Even weeks of term
- *O: Odd weeks of term

³ "Differing substantially" from weekly is part of the Regents' definition of Flexibly Scheduled. Courses that meet for only a few weeks, but the same day each week DO differ substantially, as in a course that meets only on 2 consecutive Thursdays; these courses should be considered flex. A course that meets every week but may vary the days of meeting (as in a course that meets every Friday of the term, except for 2 weeks, when it meets on Saturday) DOES NOT differ substantially. A course that meets every day for one week DOES differ substantially. Workshops tend to be offered in a format that DOES differ substantially. Courses that meet for less than 11 consecutive days DO differ substantially. For example, if the begin date of the course is day 1, then any course that ends on day 10 or before should be considered flex (meets less than 11 consecutive days). A course that meets sporadically through the term (such as week 1, week 2, week 6 and week 9) should be considered flex. Also, summer online courses should not be considered flex.

⁴ These types of courses are specifically excluded from the Flexibly Scheduled courses by the Regents.

⁵ The following is excerpted from the Regents' June 23, 1998 memo on identifying flexibly scheduled courses. This excerpt defines flex courses (in addition to the conditions listed above) as courses that meet for less than 11 consecutive days. These courses must be identified as flexibly scheduled, and they are subject to the record retention requirement (files on flex courses that must be maintained by the regional campuses and by Continuing Education for enrollment audit purposes).

- *Only courses which meet for less than 11 "consecutive" days are subject to the records retention requirements. For purposes of this guideline, "consecutive" days refers to those courses in which the last scheduled class is less than 10 calendar days after the first scheduled class.*
- *For those course sections meeting for less than 11 "consecutive" days and for which there is a regularly scheduled course analog, the file maintained on your campuses needs to contain only a document certifying that the course has been approved to be offered on a flexibly scheduled basis by the chief academic officer or his or her designee.*
- *For those course sections meeting for less than 11 "consecutive" days for which there is NOT a regularly scheduled course analog, the file must contain a document certifying that the course has been approved by the chief academic officer or his/her designee to be offered for a given number of credits AND the course description or syllabus which was used as the basis for approval of the course.*