Class Meetings

Regulation Statement

All classes, including the first, are expected to meet for the full scheduled period. Students should be aware that they will be held accountable for course work covered during all class periods.

For lecture type classes, at least 12.5 clock hours of contact are required per credit hour. Before the class formally ends, at least one calendar week per credit hour must pass to allow time for reflection and analysis.

At least 25 clock hours of contact are required per credit hour for laboratory courses (as identified in the catalog) or other courses in which emphasis is on experiential activity or skills development.

Entities Affected by the Regulation

- Colleges
- Departments
- Faculty
- Students
- Office of the Registrar

Interpreting Authority

Provost and Vice President of Academic Affairs

Regulation Adoption Review and Approval

Regulation Revisions

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 4, 1996</td>
<td>Faculty Senate</td>
<td>Recommended Support</td>
</tr>
</tbody>
</table>

Regulation Issued

<table>
<thead>
<tr>
<th>Date</th>
<th>Entity</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 13, 1979</td>
<td>Council on Academic Affairs</td>
<td></td>
</tr>
</tbody>
</table>

Page 1 of 1

This regulation not yet been reviewed under Policy 1.1.1. For purposes of cataloging, it has been placed in an abbreviated form of the policy template. It remains an official university regulation and will eventually be reviewed under Policy 1.1.1.
Report from the Council on Academic Affairs: Senator Enzie

Senator Enzie moved to revise the minimum contact hours and length of undergraduate courses. (1. For lecture-type classes, at least 12.5 clock hours of contact are required per credit hour. Before the class formally ends, at least one calendar week per credit hour must pass to allow time for reflection and analysis; and 2. At least 25 clock hours of contact are required per credit hour for laboratory courses [as identified in the catalog] or other courses in which emphasis is on experiential activity or skills development). The motion was seconded by Senator Batch and was approved.

Adjournment

Senator Enzie moved that the Senate adjourn. It adjourned at 4:08 p.m.

Charles C. Hay, III
Faculty Senate Secretary
the examination schedule. Any deviation from the printed examination schedule must have the approval of the Vice-President for Academic Affairs and Research.

RESCEDULATING OF AN EXAMINATION

If a student is scheduled for more than three final examinations on the same day, the student may request, through the college dean, that the examinations in excess of three be rescheduled.

PRE-FINAL EXAMINATION WEEK POLICY

No major examinations or assignments shall be given during the week preceding final examinations. Exceptions must be approved by the department chair and be shown in the course syllabus.

POLICY REGARDING CLASS MEETINGS

All classes, including the first, are expected to meet for the full scheduled period. Students should be aware that they will be held accountable for coursework covered during all class periods.

TEXTBOOKS

The Office of the Vice-President for Academic Affairs and Research shall be notified by the department chair of textbooks to be used in all courses to be offered according to the following schedule:

- Fall Semester . . . . . . . . . . . . . . April 1
- Spring Semester . . . . . . . . . . . . . . October 1
- Summer Session . . . . . . . . . . . . . . March 1

It is assumed that textbooks will not normally be changed after these dates.

A proposed change in textbooks shall be approved by the department chair and the Vice-President for Academic Affairs and Research. A textbook should be used at least two semesters before a change is made and then only for substantial reasons. Notice of intention to change a textbook should be sent to the Vice-President for Academic Affairs and Research at least one semester in advance of the proposed date of change.

DIVISION OF INSTRUCTIONAL MEDIA

The Division of Instructional Media provides the University faculty and staff with up-to-date media equipment, materials, and production
FIRST CLASS MEETING

The first class meeting is expected to last for the full scheduled period, whether a day or evening class. This has always been University policy and students should be aware that they are to be held accountable for course work that is covered during this first class period.