

MEMORADUM

TO: Deans, Chairs, and Directors

FROM: Gary W. Perry, Provost and
Vice President of Academic Affairs



DATE: February 12, 2015

SUBJECT: **Class Meetings**

The schedule of class meetings is established to be in compliance with the Board of Governors Regulation 8.001 (University Calendars), Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 3.4.6 (Practices for Awarding Credit), and Federal Requirement 4.9 (Definition of a Credit Hour). These standards require that classes meet a specified amount of time for each assigned credit. Consequently, classes should meet for the entire period for which they have been scheduled. Faculty may not cancel classes; in the event that extraordinary circumstances require a faculty member to miss a scheduled class, the department chair/school director should be notified and arrangements must be made to make up for the lost class time.

Reading Days, as listed on the Academic Calendar, are days set aside for students to study for final exams or prepare for other end of the semester activities and assignments. During Reading Days faculty should be available during their regularly scheduled office hours, in person or on-line, to respond to student questions. Non-credit optional review sessions may be scheduled by the faculty member and should be listed in the course outline. Final examinations should not be given during Reading Days. The scheduling of a regular class session during Reading Days may only be done with the approval of the Dean and needs to be communicated to the students as early as possible, in the course outline or in an electronic communication. If the University is closed at any time during the semester for emergencies, Reading Days may be used as class time.

Final examinations and other end of the semester assessment activities should be given during the Final Examination days listed on the Academic Calendar. Regardless of the type of mechanism employed for final assessment, each faculty member will meet with his or her class for the scheduled number of sessions as published in the Academic calendar, including the Final Examination period. Regular single section final exams should be given at the Registrar-designated final exam time and in the same place where the class is regularly scheduled. The times and locations for multi-section final exams are posted on the website of the FAU Registrar.

Reading Days and Final Examination days may not apply to fast-track courses and other courses that do not follow the regular semester timeline in the Academic Calendar. There are no designated Reading Days or Final Examination days for the Summer sessions.

Cc: Diane Alperin, Vice Provost, Academic Affairs

Michele Hawkins, Associate Provost, Planning and Budget

Ron Nyhan, President, University Faculty Senate

Chris Beetle, Chair, UFS Academic Planning and Budget Committee