

| University of Arkansas at Little Rock |
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| Policy Name: Calendar and Schedules Policies |
| Policy Number: 404.11 |
| Effective Date: 8/15/2018 |

Policy:

Time between classes

That the time between classes be ten minutes and be standardize throughout the class schedules. Evening classes will begin at 6 p. m. with a ten minute interval between class periods.

Class Blocks¹

In order to facilitate usage of class rooms and allow students to create meaningful schedules, all classes that use class rooms on the University of Arkansas at Little Rock main campus must adhere to the defined class blocks. Classes which do not use class rooms on the main campus may develop start times and class blocks that suit their clienteles.

Classes must be scheduled to start at the start time, but may end any time before the end of the class block and may use any of the days in the class block. Any class in which a portion of the class will extend across multiple class blocks requires approval of the department chair (or equivalent) or designee with notification to the Registrar.

Class Blocks

The start times for MWF morning classes shall be 8:00, 9:00, 10:00, and 11:00. The class block shall be 50 minutes long.

The start times for MWF afternoon classes shall be 12:15, 1:40, 3:05, and 4:30. The class block shall be 75 minutes long.

The start times for MW evening classes and TR evening classes shall be 6, 7:25, 8:50. The class block shall be 75 minutes long.

The start times for TR classes shall be 8:00, 9:25, 10:50, 12:15, 1:40, 3:05, and 4:30. The class block shall be 75 minutes long.

The start times for M, W, T, R evening classes shall be 4:30, 6, 7:25. The class block shall be 160 minutes long.

Credit Hour Policy

All credit-bearing courses (undergraduate, graduate, professional), with the exception of courses offered by the William H. Bowen School of Law² must adhere to the standards laid out in this policy.

¹ Implementation date: Spring 2018 semester.

Each credit hour awarded by UA Little Rock is expected to require a reasonable approximation of the Carnegie Standard Hour for student achievement of course learning objectives following common practice in higher education.

Standard Delivery Mode for a Credit Hour

The standard for UA Little Rock will be to award 1 hour of credit for 750 minutes of direct faculty instruction and 1500 minutes of out-of-class time. The 750 minutes of direct faculty instruction per 1 hour of credit includes in-class assessment and exams as well as the final exam period. Each credit hour awarded must achieve this standard as a minimum.

The department/program faculty offering a course is responsible for assuring that the content of that course, as articulated in the course description, course learning objectives, and level of the course, satisfies this standard.

It is the responsibility of the department chair (or equivalent) or designee to schedule course meeting times that ensure the required contact time (including deviations below) within the academic semester (fall, spring) and the summer session.

It is the responsibility of the course instructor to deliver the content within the schedule of course meeting times. In the event that scheduled activities cannot be delivered (for instance, snow days, holiday, technological failure, or instructor absence), the department/program faculty has the responsibility for making reasonable accommodations to deliver the content.

Deviations from the Standard:

A course that deviates from the Standard (for instance, a course that does not offer a final exam) or that uses a delivery mode other than the Standard (for instance, a laboratory) must indicate the deviation in the syllabus and provide a justification demonstrating how the course will achieve results equivalent to the Standard. A department/program faculty may adopt systematic deviations and equivalencies for alternative delivery modes in lieu of a statement on the syllabi.

Time Between Final Exams and Grades Due

That all academic calendars will provide adequate time for grading between the administration of final examinations and the deadline for reporting grades to the Office of the Registrar. Adequate time for grading is defined as a minimum of two complete business days between the administration of the last regularly scheduled examination and the deadline for reporting grades to the Office of the Registrar.

Grades for the Fall Semester may not be due after 12/23. Grades for the Spring Semester may not be due after 5/15.

¹ The William H. Bowen School of Law is accredited by the American Bar Association Council of the Section of Legal Education and Admissions to the Bar (“ABA”), which has been designated by the Department of Education as the law school accreditation agency to ensure compliance with federal regulations. ABA Accreditation Standard 310 governs the determination of credit hours awarded for coursework and is consistent with federal regulations.

Final Exams

Consultation Day will be the first business day after the last day of classes. Faculty should be available to consult with students during business hours (8:00 am - 4:00 pm).

Meetings and other required activities involving either students or faculty may not be scheduled on Consultation Day.

Final exams for the fall and spring semesters on the main campus will be scheduled during the period of five consecutive business days following consultation day, except for final exams in Math 1302 and 1321, which may be held on Consultation Day from 4:00pm - 6:00pm.

All other final exams will be scheduled based on the Class Block:

| | <u>If your class meets:</u> | <u>Then your final exam will be:</u> |
|------------------------|-----------------------------|--------------------------------------|
| <u>M, W, F Classes</u> | <u>8:00am MWF</u> | <u>W 8:00 - 10:00am</u> |
| | <u>9:00am MWF</u> | <u>F 8:00 - 10:00am</u> |
| | <u>10:00am MWF</u> | <u>W 10:30am - 12:30pm</u> |
| | <u>11:00am MWF</u> | <u>F 10:30am - 12:30pm</u> |
| | <u>12:15pm MWF</u> | <u>M 10:30am - 12:30pm</u> |
| | <u>1:40pm MWF</u> | <u>W 1:30pm - 3:30pm</u> |
| | <u>3:05 pm MWF</u> | <u>M 1:30pm - 3:30pm</u> |
| <u>T, R Classes</u> | <u>8:00am TR</u> | <u>R 8:00am - 10:00am</u> |
| | <u>9:25am TR</u> | <u>T 8:00am - 10:00am</u> |
| | <u>10:50am TR</u> | <u>R 10:30am - 12:30pm</u> |
| | <u>12:15pm TR</u> | <u>T 10:30am - 12:30pm</u> |
| | <u>1:40pm TR</u> | <u>R 1:30pm - 3:30pm</u> |
| | <u>3:05pm TR</u> | <u>T 1:30pm - 3:30pm</u> |
| <u>Evening Classes</u> | <u>4:30pm MWF or W only</u> | <u>W 4:00pm - 6:00pm</u> |
| | <u>4:30pm M only</u> | <u>M 4:00pm - 6:00pm</u> |

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|----------------------------|---------------------------|
| <u>4:30pm TR or R only</u> | <u>R 4:00pm - 6:00pm</u> |
| <u>4:30pm T only</u> | <u>T 4:00pm - 6:00pm</u> |
| <u>6:00pm MW or W only</u> | <u>W 6:00pm - 8:00pm</u> |
| <u>6:00pm M only</u> | <u>M 6:00pm - 8:00pm</u> |
| <u>6:00pm TR or T only</u> | <u>T 6:00pm - 8:00pm</u> |
| <u>6:00pm R only</u> | <u>R 6:00pm - 8:00pm</u> |
| <u>7:25pm MW</u> | <u>M 6:00pm - 8:00pm</u> |
| <u>7:25pm TR</u> | <u>R 6:00pm - 8:00pm</u> |
| <u>7:25pm T only</u> | <u>T 8:00pm - 10:00pm</u> |
| <u>7:25pm W only</u> | <u>W 8:00pm - 10:00pm</u> |
| <u>7:25pm R only</u> | <u>R 8:00pm - 10:00pm</u> |
| <u>7:25pm M only</u> | <u>M 8:00pm - 10:00pm</u> |
| <u>8:50pm TR</u> | <u>T 8:00pm - 10:00pm</u> |
| <u>8:50pm MW</u> | <u>W 8:00pm - 10:00pm</u> |

Classes which occupy more than one Class Block will use the earliest Class Block's Final exam time.

Holiday/Vacation Classes

That a holiday or vacation period in the class schedule begin after the last class period of the last class day before a holiday. If Friday is the last class day before a holiday, scheduled Saturday classes shall be held.

Spring Break

That academic calendars be changed to show "TBA" in place of any indication of dates for Spring Break. Spring break will be identified on the academic calendar as beginning on the Sunday before the week of the spring break, and concluding on the Saturday after the week of spring break.

Fall Break

That the Academic Calendar and Schedules Committee create two plans, one with a Monday-Tuesday Fall break and one without the Fall Break to be presented to the Faculty Senate in the long-term calendar plan and that a campus-wide mailout of the two plans occur prior to the Faculty Senate's debate on the matter.

Fall break will be identified on the academic calendar as beginning on the Sunday before the week of Fall break, and concluding on the Saturday after the week of Fall break.

Unique Calendars for Special Clientele

It is understood that Departments and Colleges are encouraged to set special course schedules to accommodate their particular clienteles. To that end, the Executive Vice Chancellor and Provost may approve limited variations from the normal schedule to enable units to accommodate unique clienteles, e.g. for public school teachers during the summer months, or to test experimental or innovative approaches to meeting student needs.

Academic Calendar Plan

That the Calendar and Schedules Committee will prepare the academic calendar three years in advance of the current year.

Changes in Calendar Dates

During an academic semester, the Faculty Senate Executive Committee may legislate changes to calendar dates for that academic semester on behalf of Faculty Senate.

Summer Schedules

That two six-week terms, preceded by a two-week interim term be established as the basic format for scheduling summer course offerings. Summer course offerings may be scheduled for shorter or longer periods if classroom space is available. That the first summer term be scheduled to begin in the first week of June.

Citation and Modification

This policy must be cited in any curricular documents that excerpt it (such as the Undergraduate Catalog) and the Faculty Senate Executive Committee (or their designee) should review those documents before they are finalized. Wherever there is a substantive conflict between the document which quotes this policy and this policy, this policy shall be followed.

The Policy can be modified through legislative action of the Faculty Senate (see Article III of the Constitution of the Assembly of the University of Arkansas at Little Rock).

Source: Faculty Senate Minutes (4/27/2018, 3/30/2018, 4/21/2017, 3/31/2017, 2/17/2017, 10/23/2015, 5/1/2015, 3/30/2012, 12/5/2008, 4/16/2003, 12/5/2003, 4/23/1999, 3/20/1998, 2/6/1998, 12/1/1988, 4/2/1986, 4/2/1986, 3/30/1983, 4/30/1981, 5/6/1980, 3/20/1980, 5/1/1979, 2/10/1971)

Revised: 8/15/2017

Approved by: Chancellor

Custodian: Faculty Senate

| Change Log | | | |
|-------------------|------------|--|--|
| Revision | Date | Summary of Change | Legislation |
| 1 | 4/27/2018 | Spring and Fall Breaks cover Sat and Sun | FS_2018_9 |
| 1 | 3/30/2018 | Final Exam Template | FS_2018_4 |
| 0 | 4/21/2017 | Class Attendance and Withdrawal (move drop date legislation) | FS_2017_11 |
| 0 | 3/31/2017 | Credit Hour Policy | FS_2017_5 |
| 0 | 2/17/2017 | Class Blocks | FS_2017_2 |
| 0 | 10/23/2015 | Drop Date | FS_2015_30 |
| 0 | 5/1/2015 | Drop Date and Merger of Calendar and Schedules | FS_2015_17 |
| 0 | 3/30/2012 | Drop date | superseded |
| 0 | 12/5/2008 | Final Exam Templates | |
| 0 | 4/16/2003 | Three year review on calendar | |
| 0 | 12/5/2003 | TBA on spring break | |
| 0 | 4/23/1999 | Non-standard terms for specific clienteles | |
| 0 | 3/20/1998 | Fall Break | |
| 0 | 2/6/1998 | Drop Date | superseded |
| 0 | 12/1/1988 | Drop Date | superseded |
| 0 | 4/2/1986 | Schedule adjustment period | |
| 0 | 4/2/1986 | Drop Date | |
| 0 | 3/30/1983 | Recommendation for chancellor to explore syncing Spring Break with LRSD | |
| | 4/30/1981 | Time between finals and grades due | |
| 0 | 5/6/1980 | summer term length, start, separation, and many, many more, including Spring Break | Spring break legislation is superseded |
| 0 | 3/20/1980 | Time between classes | |
| 0 | 5/1/1979 | Late add day | |
| 0 | 2/10/1971 | Class period schedule | superseded |