

MEMORADUM

TO: Deans, Chairs, and Directors

FROM: Cecily W. Berry
Vice President of Academic Affairs

DATE: February 27, 2019

SUBJECT: Class Meetings

The schedule of class meetings is governed by the Florida State Board of Education's Regulation 8.001 (University Calendar), Student Learning Association's Colleges and Schools Commission on Colleges (SACSCOC) Comprehensive Standard 5.10 (Practices for Awarding Credit), and Federal Requirement 4.9 (Definition of a Credit Hour). Classes should meet for the entire period for which they have been scheduled. In the event that extraordinary circumstances require a faculty member to miss a scheduled class, the department chair, school director, or dean should

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. Faculty should be available to answer 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.

