

To: Dr. Lisa Walker, Faculty President

From: Dr. Gregory Mixon, Chair, Faculty Academic Policy and Standards Committee (FAPSC)

Re: Five-Year Review Policies

Date: January 17, 2017

Provost Joan Lorden requested a five-year review of the following policy. Attached is the policy with FAPSC's recommended revisions:

- UNC Charlotte Academic Policy: Academic Calendar

UNC Charlotte Academic Policy: Academic Calendar

I. Introduction

There is no Introduction for this policy.

II. Policy Statement

The Board of Governors of The University of North Carolina has enacted regulations ([UNC Policy Manual, Chapter 400.1.6](#)) for the minimum number of class days per semester and academic year. All UNC campuses must ensure that every course offered for academic credit adheres to the standard minimum requirements of instructional time for the semester and academic year. The time may include required examination periods, but not Reading Day. Required activities, [such as lectures, exams, quizzes, field trips etc.](#), are prohibited on Reading Day.

When unplanned university closures result in UNC Charlotte falling below the minimum number of contact hours required by North Carolina law, the University will institute a makeup day. This makeup day will be used to make up the most recent day of cancelled class and will be held on the Tuesday of fall recess (Fall semester) or the Friday of spring recess (Spring Semester).

III. Definitions

- **Academic calendar** – An official list of dates and deadlines found at the beginning of the *Undergraduate Catalog* and on the website for the Office of the Registrar. The academic calendar specifies the dates for semesters and terms, enrollment periods, examination periods, holidays, periods classes are not in session, and commencement.
- **Credit hour** – an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:
 1. One hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately fifteen weeks for one semester hour of credit, or the equivalent amount of work over a different amount of time; or
 2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.

IV. Policy Contact(s)

- **Authority:** Faculty Council, Board of Governors
- **Responsible Office:** Office of the Provost and Vice Chancellor for Academic Affairs
- **Additional Contact(s):** Office of the Registrar

V. History

- Revised: February 23, 2012 (added statement “Required activities are prohibited on Reading Day.”)
- Revised: March 24, 2011

VI. Related Policies, Procedures and Resources

- [Final Exam Policy](#)
- [UNC Policy Manual 400.1.6, The University of North Carolina Academic Calendar](#)

Commented [NT1]: Can we provide links to the following contacts?

VII. Frequently Asked Questions

- **Does the Final Exam period count in the 75 class day requirement?** Yes, the final exam period is counted toward the necessary minimum minutes of instructional time required to earn academic credit for the course. If the published final examination period is not used for an exam, the class must nevertheless meet for oral presentations, for discussion lecture, or other appropriate academic function.
- **Do Reading Days count in the 75 class day requirement?** No -- Reading Days, unlike final examination days, do not count as "class days" in this policy.