

STANDARD CLASS MEETING TIMES

POLICY SUMMARY

This policy establishes standard class meeting times for all courses, including laboratory and recitation courses, which take place on Northern Arizona University's Flagstaff mountain campus. See the Standard Class Meeting Times Table to view the fifteen, seven, and five-week standard class meeting times.

REASON FOR THIS POLICY

Standardizing class meeting times on the Flagstaff mountain campus helps to ensure that students have the opportunity to enroll in required or desired courses and that optimal utilization of University facilities is achieved.

ENTITIES AFFECTED BY THIS POLICY

- All Flagstaff mountain campus academic units
- Office of the Registrar

WHO SHOULD KNOW THIS POLICY

- All Flagstaff mountain campus students, faculty, and academic officials
- Office of the Registrar staff

DEFINITIONS

None.

POLICY

A. Applicability

This policy applies to all credit-bearing courses offered on the Flagstaff mountain campus with the exceptions of courses that do not have set meeting times, such as independent study, and captive cohort programs for which all students are taking a prescribed, integrated block of common courses that constitute their full semester load.

B. Standard Class Meeting Times

The University's standard are listed in the [Standard Class Meeting Times Table](#).

C. Laboratory and Recitation Course Scheduling

Laboratory and recitation sections typically are formally aligned with another course, can be credit or non-credit bearing, and must either start or end at the standard class meeting times.

D. Synchronous Technology-Mediated Classes

To the maximum extent practicable, synchronous technology-mediated classes enrolling Flagstaff mountain campus students should schedule their courses in conformance with the standard class meeting times.

E. Unit of Credit as Determined by the Arizona Board of Regents

As set forth in Arizona Board of Regents Policy 2-224, Academic Credit, a unit of credit is an hour of work is the equivalent of 50 minutes of class time (often called a "contact hour") or 60 minutes of independent study work. A minimum of 45 hours of work by each student is required for each unit of credit. Ordinarily, a course must cover a one-week period for every unit of credit given. During summer sessions, however, six units of credit may be given over a five-week period. Additionally:

1. At least 15 contact hours of recitation, lecture, discussion, testing or evaluation, seminar, or colloquium, as well as a minimum of 30 hours of student homework is required for each unit of credit;
2. Workshops must involve a minimum of 45 hours for each unit of credit, including a minimum of 15 contact hours with the balance of the requirement in homework;
3. Studios must involve at least 30 contact hours and at least 15 hours of homework for each unit of credit;
4. Laboratory courses require a minimum of 45 contact hours per unit of credit;
5. Field trips will be counted hour-for-hour as laboratory meetings;
6. Each unit of internship or practicum must require a minimum of 45 clock hours of work; and
7. Music instruction and specialized types of music performance offerings must conform to the requirement for accreditation of the National Association of Schools of Music.

RESPONSIBILITIES

Office of the Registrar: ensures academic unit compliance with this policy.

Vice Provost for Academic Affairs: administers this policy.

PROCEDURES

There are no procedures associated with this policy.

RELATED INFORMATION

Forms or Tools

[Standard Class Meeting Times Table](#)

Cross-References

There are no cross-references associated with this policy.

Sources

[Arizona Board of Regents 2-224](#)

APPENDIX

None.