

Important Message from the Academic Calendar Committee 2018 Spring Semester (2184)

The Calendar Committee recommended and the Provost and the Chancellor approved that classes for the 2018 Spring Semester start on Monday, January 8, 2018.

A class section should have at least 15 complete weeks of instruction, including one week for final examinations. That leaves 14 weeks of instruction. Given that the term begins on January 8 and ends on Friday April 20, and due to the Martin Luther King holiday (Monday, January 15) and the Spring Recess (March 4 – March 11) both impacting a Monday meeting, the 2184 term will have 13 Mondays and 14 Tuesdays, Wednesdays, Thursdays, and Fridays. Thus, we need to address the problem of the “13 Mondays” in a term.

Below we offer suggestions on how to make-up the missing meeting. The list is not exhaustive. Associate Deans, Program Directors, Department Chairs, and faculty are free to modify them or consider new ones with the understanding that the schools and their faculty will use the most appropriate option that best fits their curricular needs. **What is important is that an option is chosen for each affected course and that students are informed early in the term regarding the specific remedy.** For example, faculty are encouraged to include this information in their syllabus to be distributed to the students on the first day of classes or the version that is posted online.

- (1) If a class meets on Monday evening and there are no other classes scheduled after it, the instructor could add a few minutes to selected class meetings to make up for the deficit of 150 minutes. A few possible strategies include:
 - (i) For Monday only classes, the instructor could add 12 minutes per class for 13 class meetings, or 25 minutes for 6 class meetings, or some other variation.
 - (ii) For a Monday – two day per week class, the instructor could add 6 minutes per class for 27 class meetings, or 13 minutes for 12 class meetings, or some other variation.
 - (iii) For a Monday – three day per week class, the instructor could add 4 minutes per class meeting for 41 class meetings, or 6 minutes per class meeting for 25 class meetings, or some other variation.

- (2) If a class meets on Monday and option 1 is not possible, the instructor could schedule an extra meeting during the evening or on Saturday. The University Registrar’s Office (URO) will provide support to find an appropriate room, as needed.
 - For Monday only class, you would need to meet for 150 minutes
 - For a Monday – two day per week class, you would meet for 75 minutes
 - For a Monday – three day per week class, you would need to add 50 minutes

- (3) For a class that meets on Monday and for which options 1 and 2 were not possible, the instructor could schedule an online meeting at a convenient time that should be equivalent in effort to the Monday meeting missed.

The Teaching Center can assist faculty in using the available technologies, including Course Web. Faculty can e-mail the Teaching Center at teaching@pitt.edu.

We ask that any faculty teaching a Monday evening class deciding to lengthen their class meeting time (Option 1), or any faculty teaching an evening or day class on Mondays who decide to schedule an extra class meeting (Option 2) contact the University Registrar's Office (URO).

- Faculty can email the URO directly at course@registrar.pitt.edu
- The URO will verify room availability.
- The URO will reserve the room.

The URO will update PeopleSoft to reflect the new end time, or extra class meeting day/time.

Please note that makeup hours or additional class meetings must be completed prior to finals week.

Faculty should work directly with their chair, director, or association dean. Questions from the associate deans can be sent to the, Paula Janikowski, Office of the Provost, at plj5@pitt.edu.