

COURSE OFFERING PROCEDURES
MAY INTERIM (MI), SUMMER SEMESTER (SU)
& SUMMER SESSIONS (S1, S2)

COURSE TYPES

The following course types are available and used as follows:

- A. Classroom-delivered courses
For course sections with face-to-face instruction and interaction during specific, predetermined meeting times; students mostly set foot in a physical classroom space to receive instruction. 25% or less of the course will be distance-delivered.
- B. Arranged Courses
For course sections with face-to-face instruction and interaction during meeting times that are scheduled to accommodate specific course requirements; students mostly set foot in a physical classroom space or other designated physical location to receive instruction.
- C. Hybrid-delivered courses
For course sections that include approximately 50% face-to-face instruction and interaction and approximately 50% course content delivered via distance delivery methods; students typically set foot in a physical classroom space for about 25%-75% class meetings to receive instruction.
- D. Distance-delivered courses
For course sections in which 75% or more of the course content is delivered via distance delivery methods with the instructor and students physically separated from one another; students rarely or never set foot in a shared physical classroom space to receive instruction.
- E. Distance-delivered programs
Entire certificate or degree programs of study in which 50% or more of the required courses may be taken as distance-delivered courses; students rarely or never set foot in a shared physical classroom space to receive instruction.

Course meeting times should comply with the following criteria:

- Each semester credit hour requires 750 contact minutes (2250 minutes for a 3-credit hour course). Break time is additional and should be added to the length of the class period.
- Courses which meet for 1, 2 or 4 semester hours use the same term start and end dates with varied class period lengths and/or varied number of meetings to meet the contact time requirements outlined here:
<https://www.bradley.edu/offices/academic/provost/assets/documents/policies-ContactTimeStudentEngagementRequirements.pdf>
- Labs, studios and other non-lecture formats meet for the same number of total hours scheduled during the fall and spring semesters. They should conform to the same starting times listed below.

- Classes must meet on the last day of the term even when no final exam is required.

If your courses do not meet the specified period of time, you will be asked to bring them into compliance with these guidelines.

Course sections being offered in any May Interim, Summer Semester, and/or Summer Session will adhere to the predetermined semester/session start and end dates. If needed, you will be able to assign specific days and times for your course sections within those semester/session specific start and end dates. Please refer to the course meeting times section of this document for further guidance.

Below are suggested contact time requirements and course meeting times for the May Interim and Summer Semester/Sessions:

May Interim I (M1) May 13 – May 31, 2024	Summer Semester (SU) May 15 – August 16, 2024
14 meeting days (Monday through Friday)	66 meeting days (Monday through Friday)
<i>No classes on Memorial Day</i>	<i>No classes on Memorial Day or July 4th</i>
A 15-minute break is included	No break is included
Contact time requirements and suggested meeting times below are for 3-credit hour courses.	Contact time requirements and suggested meeting times below are for 3-credit hour courses
Meet 3 hours (180 minutes) per day	Meet 3 hours (180) minutes per week
7:30 a.m. - 10:30 a.m.	1 hour per day - 3 days per week (MWF)
9:00 a.m. – 12:00 p.m.	10:00 a.m. - 11:00 a.m.
1:00 p.m. – 4:00 p.m.	1.5 hours per day - 2 days per week – (TT)
2:30 p.m. – 5:30 p.m.	9:00 a.m. - 10:30 a.m.

Summer Session I (S1) May 15 – June 28, 2024	Summer Session II (S2) July 3 – August 16, 2024
32 meeting days (Monday through Friday)	32 meeting days (Monday through Friday)
<i>No classes on Memorial Day</i>	<i>No classes on July 4th</i>
No break is included	No break is included
Contact time requirements and suggested meeting times below are for 3-credit hour courses.	Contact time requirements and suggested meeting times below are for 3-credit hour courses
Meet 6.25 hours (375 minutes) per week 1.25 hours (75 minutes) per day	Meet 6.25 hours (375 minutes) per week 1.25 hours (75 minutes) per day
9:30 a.m. – 10:45 a.m.	9:30 a.m. – 10:45 a.m.
11:30 a.m. – 12:45 p.m.	11:30 a.m. – 12:45 p.m.
1:30 p.m. – 2:45 p.m.	1:30 p.m. – 2:45 p.m.

NON-STANDARD COURSES

Per Federal Title IV regulations, non-standard courses are no longer an option. Course sections must adhere to the predetermined start and end dates. If needed, you will still be able to assign specific days and times for your course sections within those semester/session specific start and end dates. Please refer to the course meeting times criteria section of this document for further guidance.

CORE PRACTICE TAGS

BCC core practice tags must be marked for each course section and for every term the course is offered. Core practice tags do not automatically roll over from previous terms. Please note course(s) must be approved by the Core Practices Committee and University Senate as eligible for a BCC core practice tag in order for a course section to be marked.