Cheyney University Policy Number: AA 2014 - 1097
Policy Title: Definition of Academic Semester

Approved by: Academic Affairs Council – March 27, 2014
President’s Cabinet-April 9, 2014

History: Issued – Date
Revised –

Related Policies: NA

Additional References:

A. **Purpose:**
The length of an academic semester at Cheyney University shall consist of no fewer than 15 calendar weeks of instructional time or an accelerated 7.5 calendar weeks of instructional time. The inclusion of breaks or holidays within any particular semester, in compliance with the criteria, shall not be included in the period that defines a week of instructional time, and is in compliance with the criteria for awarding semester credit hours.

Cheyney University adheres to the Carnegie unit for contact time (750 minutes for each credit awarded).

B. **Scope:**
This policy should be read and adhered to by all faculty, staff and students at Cheyney University.

C. **Reference(s):**
Academic Calendar: The Academic Calendar serves as an information source and planning document for students, faculty, staff and departments, as well as outside organizations. The calendar includes registration dates, class start dates, add/drop deadlines, exam dates and more.

D. **Policy and Procedures(s):**
The Academic Semester must have a minimum of 750 minutes of instruction time per credit hour. The standard meeting times for courses are a 50-minute, Monday-Wednesday-Friday schedule and a 75-minute, Tuesday-Thursday schedule. For the standard 3-credit hour course, a minimum of 2,250 minutes of instruction are required. The calendar is planned with a minimum of 42 Monday-Wednesday-Friday meeting days and 28 Tuesday-Thursday meeting days. The policy allows a mandatory examination period to be counted in the minutes of instruction. The University has a required 2.5 hours final examination policy that adds an additional 150 minutes of instruction,
resulting in a minimum of 2,250 minutes of instruction for every planned term in the Academic semester. The calculation for summer and accelerated sessions follow this same standard of 750 contact minutes for each unit of credit which means longer class meeting times over the course of the summer and accelerated terms.

While awarding semester credit hours typically occurs for instruction delivered in accordance with an institution’s standard semester calendar, it may also occur for instruction that may not follow the typical pattern of an institution’s standard semester calendar as long as the criteria for awarding such credit is met.