

COURSE OFFERING PROCEDURES

January Interim (JA)

COURSE TYPES

The following course types are available and are defined 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 total minutes for a 3-credit hour course).
- Courses that meet for 1, 2 or 4 semester hours use the same beginning times 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.
- Evening classes should begin at 5:00 p.m. or later and must meet 750 contact minutes per semester hour of credit (plus break time).

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

Below are the suggested contact time requirements and course meeting times for January Interim courses:

January Interim (JA) January 2-15, 2024
13 meeting days (includes Saturday)
<i>No holidays during this interim</i>
Contact time requirements and suggested meeting times below are for 3 credit hour courses
Meets 2 hrs 55 mins (175 minutes) per day
9:00 a.m. - 11:55 p.m.
1:00 p.m. - 3:55 p.m.
5:00 p.m. - 7:55 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 semester/session 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 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.