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TO: Boston University Students, Faculty, and Staff

FROM: Jean Morrison, University Provost and Chief Academic Officer

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DATE: February 10, 2015

SUBJECT: Making Up Missed Class Days on the Charles River Campus

The now record-setting 2015 winter weather continues to have a profound effect on New England in general and on Boston in particular. Thus far this semester, classes on the Charles River Campus have been cancelled a total of five times, resulting in the loss of two Monday class days, two Tuesday class days and one Wednesday class day. Faculty and students alike are feeling the loss of these regularly scheduled classes.

We understand that many faculty have already made adjustments for missed class time, and we appreciate the creativity and flexibility that has gone into those efforts. However, given the total number of class days that we have missed at this point, we want to offer a way for faculty and students in all Charles River Campus schools and colleges to make up two full class days as necessary.

As a result, we will open Charles River Campus classrooms and class laboratories on **Saturday, February 28, 2015** for faculty and students to hold regularly scheduled Monday *daytime* classes and labs. We will also open classrooms and class laboratories on **Saturday, March 21, 2015** for faculty and students to hold regularly scheduled Tuesday *daytime* classes and labs.

In addition, faculty may add time to *evening* classes over the course of the semester so long as doing so does not conflict with other scheduled classes using the same facilities. Please note that we will not hold evening classes or labs on the Saturday makeup days (February 28 and March 21).

While faculty may require attendance on these Saturdays, we ask that faculty communicate with their students and with any relevant graduate teaching fellows well in advance about their expectations for attendance on these days. Further, we ask that faculty work closely with students who have conflicts such as work commitments or religious observances that would prevent their attendance to ensure that they are not disadvantaged by an excused absence.

In order to ensure that classrooms and labs are prepared and that technology support is available, we ask that faculty members notify departmental or school/college scheduling coordinators of

their intent to hold Saturday makeup classes by Monday, February 23 for classes held on February 28; and by Monday, March 16 for classes held on March 21. Scheduling coordinators will in turn work with the Office of the University Registrar to arrange for classrooms. We will make every effort to hold classes in regular classrooms; however, in some instances we may need to change rooms due to other academic commitments.

We recommend that faculty not schedule examinations or quizzes on the Saturday make-up days.

Additional information on this plan will appear in *BU Today*. We hope that these opportunities for faculty and students to meet enables full consideration of all the material that was initially included in the syllabus. By adding these class days, we want to ensure that the critically important work of the semester can proceed so that the learning goals established for each class can be met.

cc: President Robert A. Brown
Academic Deans
Provost's Cabinet