



Office of the University Registrar
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Temporary Suspension of Substitution Days for 24/25 Academic Year

The Provost has decided to temporarily suspend the use of substitution days for the 24/25 Academic Year. This is the practice of replacing a holiday with another instruction day in the week. The determination is based a review of our Calendar Principles policy, established credited hour assignment policies and class scheduling practices, and in consultation with academic and administrative individuals and groups. Disruptions caused by substitution days negatively impact students, faculty, and staff creating confusion, inconsistency in scheduling classes and classrooms, necessity for alternative make-up days, and overall miscommunications. These substitution days will not appear in the 24/25 published academic calendar from the Office of the University Registrar.

In lieu of substitution days, and to fulfill scheduled contact hours requirement, our [BU Policy - Credit Assignment to Academic Courses](#) provides guidance on alternative scheduled contact hour assignment.

“Scheduled contact hour: One weekly, required hour (50 minutes) or equivalent of faculty contact. In addition to class meetings reflected in the University Class Schedule, other required course activities or combinations of activities may count as scheduled contact for the purpose of assigning credit. Examples include faculty-student conferences, skills modules, and participation in online forums, film screenings, site visits, rehearsals and performances, etc. All such scheduled contact must be specified as required in course syllabuses and must contribute to a student’s grade or achievement of course objectives.”

In addition, instructors may also assign work outside of scheduled contact hours:

“Instructors also require students to complete work outside of scheduled contact hours to fulfill course objectives. Outside work must normally include, but need not be limited to, two hours of regular weekly class preparation for each credit earned. Where expectations for the quantity and/or intellectual challenges of outside work exceed this minimum and materially increase overall student effort, the number of credits assigned to a particular course may be greater than the number of its scheduled contact hours. Examples include courses that entail extensive and/or intensive reading, writing, research, open-ended problem solving, practice based assignments, or student responsibility for class meetings.”

Other than the reassignment of scheduled contact hours, schools/colleges and programs also have the option to move their most impacted Monday-only classes to other days of week. Understanding the prevalence of Monday-only courses, to provide some assistance in scheduling on different days, standard single day scheduling blocks are as follows:

Tuesdays: 8:00-10:45am, 12:30-3:15pm, 3:30-6:15pm
Wednesdays: 8:00-10:45am, 2:30-5:15pm
Thursdays: 8:00-10:45am, 12:30-3:15pm, 3:30-6:15pm
Fridays: 8:00-10:45am, 11:15-2:00pm, 2:30-5:15pm

Please find the full listing of standard scheduling blocks [here](#). One day only scheduling blocks above are denoted in light green/teal color.

As we begin the next class scheduling cycle, the [OUR Scheduling team](#) will be available for any questions or assistance.