TO: University Curriculum Committee
FROM: Graduate Council
RE: Regulation O [Effective: Summer 2016]
DATE: April 1, 2015


O-9-a. The provost periodically reminds deans and departmental administrators of their responsibility to ensure that classes meet in conformity with the course descriptions and Class Schedule. (It is the responsibility of the University Curriculum Committee to see that the time requirements stated in new or revised course descriptions satisfy general regulation D-1, "Credit Defined"; it is the responsibility of the registrar to see that listings in the Class Schedule conform to the respective course descriptions.)

O-9-b. The cancellation of a particular class session or sessions on an occasional basis, normally due to unusual circumstances affecting the instructor of or the students in the class, is a matter for the instructor's discretion. Nonetheless, instructors should keep such cancellations to a minimum, be satisfied that the grounds for cancellation are defensible, give as much advance notice of the cancellation as is possible, and, if time permits, obtain the concurrence of the departmental administrator in advance. Frequent failure of an instructor to meet classes, except for reasons clearly recognizable as adequate, may be grounds for disciplinary action.

O-9-c. The scheduling of required class meetings at times other than those specified in the Class Schedule or authorized in the course descriptions (e.g., field trips) requires approval by the provost. In addition to securing the provost's approval, the instructor must give the students at least two weeks' notice, provide alternative means of completing class requirements for students who have irreconcilable conflicts with the irregular meetings, and, normally, cancel regularly scheduled class meetings equivalent to the irregular meetings. (If it is proposed that such irregular meetings be made a continuing practice, they are to be incorporated in the course description and the revised description submitted to the University Curriculum Committee for routine faculty approval.)

O-9-d. Authorized class meetings at times other than those shown in the Class Schedule is one of the topics that instructors are to discuss at the first or second class session.

O-10. Academic Certificates. The University of Idaho offers Academic Certificates in various academic disciplines. An academic certificate is defined as a coherent body of work designed to reflect specialized expertise. The curricular requirements of an academic certificate can be found in the relevant department in the catalog.

O-10-a. Undergraduate Academic Certificates.
1. An undergraduate academic certificate must include at least 12 credits of coursework.
2. All required coursework must be completed with a grade of "C" or better unless the certificate specifies a higher grade requirement.
3. A maximum of six credits of coursework which is either transferred from another regionally accredited institution or is more than five years old at the time of graduation may be used towards completion of an academic certificate.

O-10-b. Graduate Academic Certificates.
1. A graduate academic certificate must include at least 12 credits of coursework. At least half of the credits completed towards a graduate academic certificate must be in graduate level coursework.
2. All required coursework must be completed with a grade of "B" or better unless the certificate specifies a higher grade requirement.
3. A maximum of six credits of coursework which is either transferred from another regionally accredited institution or is more than five years old at the time of graduation may be used towards completion of an academic certificate.