Scheduling Policy

Preamble

University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent student-centered undergraduate and graduate education in an urban context. A Detroit Mercy education seeks to integrate the intellectual, spiritual, ethical and social development of our students [1]. University leadership, in collaboration with the Conference for Mercy Higher Education guarantees that courses, programs, and materials in its curricula and extracurricular activities are shaped in light of mission such that mission pervades and animates its culture and identity[2]. The historic Jesuit commitment to intercultural respect and dialogue remains a strong foundation on which to build. It is important for students at Jesuit Universities to experience a learning environment that exposes students to an honest confrontation with wide-ranging ideas and forms of reasoning, encouraging them to become more comfortable with diversity, and to see themselves as part of a larger community[3].

Policy

Detroit Mercy's scheduling policy complies with Higher Learning Commission Accrediting and Federal Compliance policies[4] and promotes a student-centered learning environment that advances academic excellence, expands student experiences, supports student well-being, fosters a sense of belonging, and embraces diversity of thought. To ensure that every Detroit Mercy Student has the opportunity to experience a student-centered learning environment, the following practices will be used when scheduling courses:

1) All scheduled courses must adhere to the University's definition of Credit Hour[5].

2) Courses are scheduled within one of UDM's standard time slots/keys, consistent with College/School related policies. Exceptions must be approved by the Department Chair/Program Director, Dean's Office, and Registrar's Office (use designated electronic form).

3) Courses are scheduled during a UDM defined "part of term", consistent with College/School related policies. Exceptions must be approved by the Department Chair/Program Director, Dean's Office, and Registrar's Office (use designated electronic form).

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[1] Detroit Mercy's Mission Statement.
[2] Some Common Focus Areas of a Mercy Catholic College
[3] Characteristics of Jesuit Higher Education (para 2, page 26)
[4] HLC Policies Related to Compliance with Federal Regulation
[5] UDM Credit Hour Definition: https://www.udmercy.edu/current-students/registrar/index.php

4) Courses are scheduled within one of UDM's standard class sizes, consistent with College/School related policies. Exceptions must be approved by the Department Chair/Program Director, Dean's Office, and Registrar's Office (use designated electronic form).

5) All courses entered into the Academic Scheduling Platform must indicate a "meeting time" consistent with UDM's definition of a credit hour and College/School related Policies. Exceptions require submission of a Regular and Substantive Interaction Screening Form that results in exemption from or submission of a Regular and Substantive Interaction Plan (RSIP)[6] and approval by the Department Chair/Program Director, Dean's Office, HLC Accreditation Liaison Officer, and Registrar's Office (use designated electronic form).

6) Courses are scheduled in alignment with a program's published "plan of study" to ensure students' timely progression through their program.

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[6] The Center of Excellence in Teaching and Learning will work with individuals required to submit a Regular and Substantive Interaction Plan (RSIP), consistent with HLC and Federal Compliance policies.