

Guidelines for January Term:

Please observe Guidelines for the St. Olaf January Term (issued Fall 1999; updated May 2022) when updating the class and lab schedule for January term.

The intent of these guidelines is to give direction to faculty and administration in the development and monitoring of the January term program.

- I. Number and level of departmental offerings
 - A. Each department should plan to offer that number of courses which equals or exceeds its average number of courses taught during the past three January terms;
 - B. Each year the number of courses offered by a department should be approximately 10% of its yearly course offerings;
 - C. Approximately 40% of a department's January term courses shall be Level 1. (This could also include Level 2 courses that are suitable for first-year students and do not have prerequisites.)

II. Class Size

Minimum enrollment limits for the three levels of courses shall be as follows:

Level	Minimum enrollment (for courses to be offered)
1	10
2	8
3	6

III. Student Work Load and Class Meeting Time

January term shall include 19-20 days of classes to allow for the observation of the Martin Luther King Jr Day holiday, and the final day is reserved for exams. Faculty shall be responsible for ensuring that they meet the approved credit hour minimum requirement as stated in the [Academic Catalog](#). The St. Olaf approved credit hour minimum definition for January term is the equivalent of thirty-eight 55-minute instructional hours. Student workload, including class time, outside reading, and other course-related work, shall not be less than 40 hours per week.

Also, please keep in mind that there are three standard time slots during January Term:

8:00 a.m. – 10:00 a.m.

10:40 a.m. – 12:40 p.m.

1:00 p.m. – 3:00 p.m.

Please spread course offerings across the three time periods as much as possible. Typically, there are many more faculty members who request the 10:40 period than the other two periods, which makes it very difficult to find appropriate classroom space for 10:40 courses. If we find that we cannot accommodate all requests for 10:40, we will need to ask some faculty to change to 8:00 a.m. or 1:00 p.m.

**If you have questions, please contact Stephanie Johnson, 507-786-3014 or johnsons@stolaf.edu.
Thank you!**