



M E M O R A N D U M

DATE: September 10, 2019

TO: All Faculty

FROM: Debra S. Larson, Provost and Vice President of Academic Affairs
Daniel S. Grassian, Vice Provost for Academic Programs

RE: In-Class Time Requirements



Debra S. Larson and Daniel S. Grassian have handwritten their names in blue ink above their typed signatures.

We hope you are doing well and that your fall classes go well. During our preparation for last year's WASC visit, our campus completed a compliance check sheet verifying that our classes meet for the minimum amount of time per credit unit, as established by the Department of Education (DOE). We wish to remind you of the requirements to help with your instructional schedule.

According to the DOE, an in-person class must meet for at least 50 minutes per week for at least fifteen weeks (not including holidays) for every one-credit unit, including finals week. This comes out to 12.5 hours of in-person class time per semester for a one-unit class and 37.5 hours of in-person class time for a three-unit class (or an analogous proportion for a hybrid or online class). The DOE also expects there to be a minimum of two hours of outside work for each hour of in-person class.

As a campus, we meet the minimum threshold set by the DOE for in-person class time. Consequently, cancelling classes without making alternative arrangements (e.g., a substitute instructor or assigning an analogous amount of work for a subsequent class) can result in the course not meeting the minimum threshold. In addition to WASC, the University is also audited on this criteria by other entities, such as Veterans Affairs.

From time to time, we all get sick and/or have emergencies that necessitate cancelling class. There are also campus emergencies, like last fall's Camp Fire, that compel class cancellations. If you must cancel a class for illness or unexpected emergencies, please inform your department chair or program director as soon as possible and work with them to provide an appropriate alternative arrangement.