NOTICE OF SHORTENED CLASS MEETING FORM

Curtailment of a class meeting of 20% or more of a scheduled class meeting including break time for any reason should be reported on this form, as it may result in shortage of the Course Credit Hour.* Shortening of class meeting hours for reasons other than illness or emergency requires prior permission from the Department Chair. Informal voluntary substitution by a University colleague is permissible, but requires prior permission from the Chair. Curtailment of classes should be only in exceptional circumstances, and normally appropriate alternative assignments/activities or additionally scheduled instruction should be provided.

Please complete the following information and submit this form to the Department Chair as early as possible before the anticipated curtailment of class, if it was due to illness or emergency (or as soon thereafter as possible).

Name ____________________________________________________________
Class __________________________________________________________________
Date(s) and hours of Curtailment _________________________________________
Reason for Shortened Class(es):

Arrangement for Class(es) shortened (Name of Substitute OR Alternative Assignments/Activities, Alternative meeting schedule if applicable):

Signature ____________________________________________________________
Date __________________________________________________________________

Received by Chair (Signature)
Date __________________________________________________________________

*For details on Course Credit Hour Policies, please see:
WASC Requirement: https://www.wscuc.org/content/credit-hour-policy
CSU Definition of Credit Hour: https://csui.calstate.edu/index.cfm?FuseAction=Abroad.ViewLink&Parent_ID=01E879DA-5056-BA1F-7216FE7D6C361227&Link_ID=8529B62F-5056-BA1F-7476668D427EFDEC
CSUEB Credit Hour Policy: http://catalog.csueastbay.edu/content.php?catoid=19&navoid=1273