



California University of Pennsylvania

POLICY: Class Time and Place

A. Purpose & Scope:

To describe the necessity of class time and place

B. Definition(s):

Classes: Courses that are taught in a series of lessons or class meetings.

Chairperson: The administrative head of a department

Dean: The administrative officer in charge of a college.

Vice President for Academic Affairs: The Chief Academic Officer of the University

C. Policy:

Classes are to meet at the time and in the place indicated in the published schedule. Departures from this schedule must be approved by the department chairperson, the dean of the appropriate college, and the Vice-President for Academic Affairs.

D. Procedure(s):

Three-credit evening classes are listed in the published schedule as lasting for three hours to allow either a 15-minute break or a 15-minute early dismissal at the discretion of the instructor.

Two-credit evening classes are listed in the published schedule as lasting for two hours to allow either a 10-minute break or a 10-minute early dismissal by the instructor.

Classes meet from the first day as listed in the schedule through the last day as listed in the schedule.

E. Effective date: 1992

Updated date: August 15, 2010