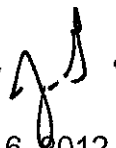


Community
College
of Philadelphia
The Path to Possibilities.

OFFICE OF ACADEMIC AFFAIRS
MEMORANDUM

TO: Faculty
FROM: Judith Gay 
DATE: November 6, 2012

SUBJECT: Instructional Time for Cancelled Classes

As I am sure you are aware, there is a federal requirement that colleges and universities provide a set minimum number of instructional hours per credit. The College needs to arrange to make up the instructional time for the classes that were cancelled on Monday, October 29, 2012 and Tuesday, October 30, 2012 due to the weather emergency. The College calendar includes two dates that can be used for this purpose.

Classes that were cancelled on Monday, October 29th will make up the instructional time by meeting on Wednesday, December 5th at the regular class time and in the regular classroom.

Classes that were cancelled on Tuesday, October 30th will make up the instructional time by meeting on Friday, December 7th at the regular Tuesday class time and in the regular classroom.

If there is a problem meeting this obligation, please work with the department head to arrange collegial coverage.

Please be sure to inform students of this arrangement so that they can also make plans to attend the class.

Please contact me if you have questions or concerns.