

College Deans and Department Chairs,

The new Juneteenth holiday falls on Monday, June 20, 2022 and will impact contact hours for Summer B and C classes. To remain in compliance with HLC guidelines regarding minimum contact time per credit hour, **one class make-up day must be added for B and C term classes that meet Monday/Wednesday (MW) or Monday-only (M)**. In consultation with Faculty Senate leadership, rather than lengthening the term, it has been determined that **Friday, June 24 will serve as the make-up day**.

NOTE: Four credit hour classes meeting MTWR C-Term have sufficient contact time as currently scheduled and will not need to make up a class.

A note will be added to the class schedule and will display on Wings Express for all MW and M classes (Summer B and C): "Class will not meet on Monday, June 20, due to observance of the Juneteenth holiday. A make-up class will be held on Friday, June 24 at the regularly scheduled class time."

Any new MW or Monday-only class sections added for Summer B or C should include the class note on the scheduling request (CSR).

The attached spreadsheet lists MW class sections that require additional contact time. 750 minutes of contact time is required per credit hour. A handful of Monday-only classes appear to be short on contact hours, even before the holiday was added. Associate Deans should work case-by-case with the departments to adjust the class meeting time to ensure the appropriate number of contact hours is met.

See [Credit Hour Policy 4002](#).

Please share this information with instructors and staff. Your support is appreciated.

Mary C. Holland, Ph.D.  
University Registrar