

June 22, 2021

Sent to Senate and Federation members and graduate student instructors

Guidance for Adjusting Courses for the UC Observance of the Juneteenth Federal Holiday on June 28

Dear Colleagues,

As [announced by President Drake](#) and [expanded on in Dateline](#), the University of California will observe Juneteenth next Monday, June 28, which means classes are canceled that day. Some of you teaching this summer will therefore lose an instructional day. I write to provide guidance on what can be expected of students on this holiday and how you can adjust your course content and scheduling, if needed.

- Any changes must be applied equitably across all students in your course.
- You can adjust your syllabus, such as removing some course topics or covering some topics in less depth. You can also provide asynchronous content and assignments to account for lost in-class time, so long as you do not exceed Carnegie rule time expectations for your course (see [COCI Policies and Procedures](#) for full details.) If making modifications, take care to preserve essential information needed to achieve the primary learning outcomes for your course and to ensure your course will continue to serve as an adequate prerequisite to subsequent courses.
- Exams currently scheduled for June 28 must be rescheduled or removed. You should inform students of schedule changes as soon as possible, preferably no later than June 25. If you reschedule an exam, the exam can be held during a regularly scheduled class period, given during an out-of-class time agreed to by all students, or switched to a take-home exam due during a regularly scheduled class time. See [Regulation 538](#) for full details.
- Assignments given prior to the holiday can still be due on the holiday, as long as the assignments can be submitted in advance of the holiday.

Please contact me with any questions.

Take care,  
Richard

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