

**Office of Instruction
Guidance Break Time per
Class Meeting March 4, 2024**

Question: How much break time do we give students per class meeting?

Answer:

- Break time is based on the duration of the class meeting; it is irrespective of the number of units, days, or class type (lecture, lab).
- Class meetings less than 1 hour 50 minutes do not get break time.
- Breaks should be timely in relation to the duration of the class meeting.
- ***Breaks cannot occur at the beginning or end of class to shorten the class meeting.***

Reference:

The California Community College Chancellor’s Office [Student Attendance Accounting Manual](#).

Break Time Based on Class Meeting Duration

Scheduled Clock Time Per Class Meeting	Break Time	Scheduled Clock Time Per Class Meeting	Break Time
< 50 mins is not permissible	n/a	6 hrs 50 mins – 7 hrs 35 mins	60
50 mins – 1 hr 35 mins	no break	7 hrs 50 mins – 8 hrs 35 mins	70
1 hr 50 mins – 2 hrs 35 mins	10	8 hrs 50 mins – 9 hrs 35 mins	80
2 hrs 50 mins – 3 hrs 35 mins	20	9 hrs 50 mins – 10 hrs 35 mins	90
3 hrs 50 mins – 4 hrs 35 mins	30	10 hrs 50 mins – 11 hrs 35 mins	100
4 hrs 50 mins – 5 hrs 35 mins	40	11 hrs 50 mins – 12 hrs 35 mins	110
5 hrs 50 mins – 6 hrs 35 mins	50	12 hrs 50 mins – 13 hrs 35 mins	120

Examples:

MW 9:45-11:10am

Each class meeting is 1 hour 25 minutes; therefore, this class meeting is not eligible for a break.

M 1:30-5:45pm

Each class meeting is 4 hours 15 minutes; therefore, each class meeting has 30 minutes of break time.

TTh 7:30-9:35am

Each class meeting is 2 hours 5 minutes; therefore, each class meeting has 10 minutes of break time.

TThF 7:30am-12:20pm

Each class meeting is 4 hours 50 minutes; therefore, each class meeting has 40 minutes of break time.

