

ISSUED: *December 22, 2016*

EFFECTIVE: *December 22, 2016*

PURPOSE:

It is in the best interest of institutional stakeholders for faculty to be in class on-time and to remain in class, actively engaged in the business of instruction for the entire assigned class period. Therefore, actual cancellation of classes should be kept to a minimum.

Faculty members who are going to be absent from class (lecture, lab, or clinical) for any reason must notify their department/program Chair ('Chair') and the department/program's Office Assistant (OA) of their intended absence.

If the absence is planned, e.g., to attend a conference, faculty members should indicate how they plan to cover the scheduled material, whether by substitute instructor or alternative student work. Similarly, if the location of a class is changed, please notify the Chair, OA, and then the students enrolled in the course via the learning management system (LMS).

If an absence is unplanned because of a faculty member's illness or other emergent extenuating circumstance, such as occurrences that fall under the bereavement policy, the faculty member should communicate, with as much advanced notice as possible, directly with the Chair and the OA. The faculty member may leave class cancellations on voicemail but must also speak directly to the Chair and OA, as messages left on voicemail may cause the class to not be informed of the cancellation. Faculty members also should notify their Chair how they will cover the missed material at their earliest convenience. If a class must be cancelled by an individual faculty member due to circumstances unrelated to weather, the faculty member should e-mail the class via the LMS, as well as the appropriate department/program office personnel with any instructions for the class. The email to students should include the essential course information in the subject line so that it is visible even without opening the email message. The essential course information includes: Instructor's Name, Course Number, Section Number (if applicable), and Course Title.

Example: Subject: Cancelled — Justin Example, CHEM 121, Section 2, Gen Chem I.

The Chair or, if assigned, the OA should notify the Dean with responsibility over the department/program if a class is repeatedly cancelled within a term or a faculty member exhibits a pattern of class cancellations across terms.

Department/program office personnel will post cancellations and instructions on classroom doors including instructions to speak with the Chair if the student has unaddressed concerns.

Students should be sure that their LMS email is current and valid to ensure emails are received. Students should also check their emails regularly as this is a primary form of communication with the College and department/program.

If classes are going to be missed due to ongoing illness or other extenuating circumstances, the faculty member and the Chair should arrange for subsequent class coverage.

Cancellation of classes due to weather conditions are outlined in the 'Weather and School Closing Announcements' policy, located on the institutional website.

DATE OF ORIGIN: June 17, 2020

LAST REVIEWED: N/A

Revision dates: December 20, 2016

APPROVED BY: College Council (June 17, 2020)