PROCEDURE TITLE: Class Cancellations

RELATED POLICY: NC800 - Class Cancellations

A. Definitions

Reasons for Class Cancellation or Rescheduling:

Approved Faculty Absence: Planned faculty participation in professional development or other occasional off-campus activities, provided that these have the prior approval of the Associate Dean which is to be obtained well in advance of the event

Approved Program Activity: Activities such as class field trips, provided that these have the prior approval of the Associate Dean, which is to be obtained well in advance of the event

Emergency Absence of Faculty: Faculty access to sick leave or other leaves for unavoidable absences as determined under the collective agreement or college policy

Facility/Equipment Issue: Emergency situations affecting scheduled classrooms (e.g. facilities or equipment problems) or the College/campus as a whole (e.g. severe weather, power outage, etc.)

B. Procedure Purpose

Occasionally, classes will need to be cancelled or rescheduled to accommodate particular circumstances. This procedure outlines the steps to be taken relating to the circumstances leading to the cancellation or rescheduling of a class.

C. Procedure Statements

1. The faculty member will report all class cancellations, and the reason, to their Associate Dean.

2. Plans for cancelling or rescheduling classes, other than for emergency reasons, must be discussed with, and approved by, the Associate Dean well in advance of the date of the classes.

3. The faculty member will notify all affected students via Blackboard with as much advance notice as possible.

4. When the cancellation is due to an unforeseen, unavoidable circumstance, the faculty member will advise their Associate Dean as soon as possible.
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5. In the case of class cancellation due to an unavoidable absence of the faculty member, the Associate Dean’s office will post a message to students in Blackboard Homeroom if the faculty member is unable to do so.

6. For all class cancellations, the Associate Dean’s Assistant, or designate, will post a cancellation notice at the classroom, prior to the scheduled class, using the Class Cancellation Notice template.

7. Following a cancelled class, regardless of the reason, the faculty member will develop a plan to cover the missed course material and communicate this to all affected students.

**D. Forms**

Class Cancellation Notice Template
<table>
<thead>
<tr>
<th>DATE</th>
<th>COURSE / SECTION NO.</th>
<th>PROFESSOR</th>
<th>PROGRAM(S)</th>
<th>ROOM</th>
<th>TIME</th>
<th>DUE TO</th>
<th>COMMENTS:</th>
</tr>
</thead>
</table>

REVISED: April 15, 2019