PURPOSE

The purpose of this procedure is to provide a process for canceling classes when illness or emergency situations make it impossible for a faculty member to meet a regularly scheduled class.

PROCEDURE

1. The faculty member should notify the Division Dean, site coordinator, or Vice President for Academic Affairs as soon as possible.

2. The faculty member, Division Dean, site coordinator or Vice President for Academic Affairs will make every effort to arrange class coverage by another faculty or staff member.

3. When this type of coverage is unavailable or unsuitable, the Division Dean, site coordinator or Vice President for Academic Affairs will approve cancellation of the class and will be responsible for notifying students. This notification will be done by telecommunications, if time permits, and/or by posting a notice of class cancellation on the classroom door.

4. The Division Dean will be responsible for ensuring course standards are maintained for student completion of course requirements.