

# Procedural Guidelines – Cancellation of Classes

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The Chairs' Council produced this draft in January and February 2009. I endorse its procedures and thank the Council.

-- Joe Peterson

## Cancellation of Individual Class Sessions during the Semester

1. Faculty absences for a limited number of days, with beforehand knowledge, should be covered by a substitute or a planned class assignment. The faculty member must consult with the division/department chair for planned absences. Chairs have prerogative to approve/deny absences from the classroom.
2. If possible, a substitute should cover classes and a time-log sheet filled out and submitted to the division/department chair for payment of the substitute. Documentation should be kept by the chair office to support decisions.
3. The faculty member should report emergency cancellations of classes to the division/department office. If no substitute is available, students should be contacted by the faculty member or the division/department chair office by email and/or by telephone, if time permits.
4. A sign should also be placed on the door of any classes canceled. The sign shall contain the following information:
  - Course name, section number, i.e., Math 1010-001
  - CRN# 123456
  - Instructor name
  - Time of class
  - Day of class
  - When class will resume with instructor
  - Assignments or study information
5. Regional and site offices should also be informed of canceled classes or classes that have substitutes.

## Cancellation of Classes for the Entire Semester

1. The chair may cancel a class for the entire semester because of low enrollment , an inability to find an instructor, instructor medical emergency, or instructor reassignment.
2. The chair will consult with interested parties before cancellation, including regional and site directors and other parties as necessary.. The chair should seek to fulfill student need and optimize space and resources.
3. The chair's office will contact all students affected by the cancellation. The chair's office will suggest alternative courses to the students. Contact should be made by telephone and by email.
4. The chair's office will inform the instructor of the planned cancellation. If the instructor has taught any of the class sessions, the chair's office will arrange partial remuneration as per the Academic Guide.
5. Someone in the chair's office will place a cancellation notice ached by the door of the room where the canceled class was to be held unless the class did not have a designated classroom at the time of the cancellation. In that case, the sign will be posted at the division/department chair office.
6. The chair's office will contact the scheduling office to officially cancel the class, and the chair's office will contact the registrar to disencumber students' registration.
7. Chairs should create a pool of qualified faculty substitutes for on-line classes.