

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 2	DIRECTIVE NO. E30
	ORIGINATOR Vice President, Academic	
	APPROVED BY VPAMC	
TITLE CANCELLATION OF CLASSES	EFFECTIVE DATE 1995.01.01	REPLACES 1988.11.02

PREAMBLE

A schedule of classes is provided to students at registration in order to assist them to plan their activities and commit themselves to responsible attendance. If a class must be cancelled, students should be provided with adequate notice and explanation and provided with assistance in arranging an alternative learning experience.

POLICY

1. Scheduled classes will be cancelled only upon the authority of the Academic Manager or delegate.
2. Adequate notice will be given to students.
3. Students will be provided with or assisted to obtain alternative learning experiences in order to make up the missed class(es).

PROCEDURES, ROLES AND RESPONSIBILITIES

1. When a class is to be cancelled, the Academic Manager or delegate will:
 - post a notice of cancellation on the classroom door and on a bulletin board in a prominent location. See Form "A" attached for this purpose.
 - verbally explain to students the reasons for the cancellation and the expected time that the professor will return.
 - when possible, Continuing Education students will be individually notified by the C.E. Office.

2. In situations of extended absences, the Academic Manager will develop contingency plans and communicate these in a timely manner to the affected students.
3. A record of cancelled classes will be maintained by each academic department.
4. Faculty, in consultation with the Academic Manager, are responsible for assisting students to obtain an alternative learning experience when a class has been cancelled. This may take the form of independent study and/or group work.
5. This policy does not apply in cases of campus closure.

RELATED DIRECTIVES

Glossary of Terms

(original signed by)

Vice President, Academic

FORM A

SCHOOL: _____

COURSE NO: _____ **COURSE TITLE:** _____

AT: _____

DATE: _____

REMARKS: _____

SIGNATURE: _____ **DEPT:** _____