

**AA41****Cancellation of Classes**

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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**PURPOSE**

To detail a process to notify students when classes need to be cancelled as a result of the absence of individual faculty.

**SCOPE**

This policy applies to all classes needing to be cancelled due to the absence of individual faculty.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Academic Administrator	Chair, Academic Manager, Course Chair, or Dean
Extended Absence	Absence of more than three days

**POLICY**

1. Students are provided a schedule of classes at the beginning of each semester so they can commit themselves to responsible class attendance and plan their activities. If a class or lab must be cancelled, students must receive adequate notice and be provided with an explanation for the faculty member's absence.
2. Scheduled classes are to be cancelled only with the approval of the Academic Administrator or designate.
3. Notice is given to students as soon as the faculty member's absence is known. A Learning Management System announcement is posted whenever possible.
4. Students are provided with alternative learning experiences in order to make up the missed class(es).
5. This policy does not apply in cases of campus closure or labour disruptions.

## PROCEDURE

<u>Action</u>	<u>Responsibility</u>
<b>1. Notice of Class Cancellation</b>	
1.1 Notify the Academic Administrator or designate of the inability to conduct a regularly scheduled class or lab as soon as it is known.	Faculty
1.2 When a class is to be cancelled,	Academic Administrator or designate
1.2.1 Post a notice of cancellation on the classroom door using the Class Cancellation Form (Appendix 1);	
1.2.2 Send out a group email to class participants through the learning management system.	
1.3 Assist students to obtain an alternative learning experience, in consultation with the Academic Administrator. This may take the form of a rescheduled class, independent study and/or group work.	Faculty
<b>2. Extended Absence</b>	
2.1 In the case of an extended absence, meet with the class (virtually or in person as appropriate) to explain the reasons for the faculty member's extended absence and indicate the expected date of the faculty member's return.	Academic Administrator
2.2 Develop contingency plans to meet the course learning outcomes and communicate these to the students.	Academic Administrator
2.3 Notify Human Resources of the extended absence of the faculty member as described in Policy HR 16 <i>Leave of Absence for Personal Reasons</i> .	Academic Administrator

## SUPPORTING DOCUMENTATION

Appendix 1: Class Cancellation Form

## RELATED POLICIES

AA24 Disruption to College Activities  
 AC04 Notice of Disruption for Persons with Disabilities  
 HR16 Leave of Absence for Personal Reasons  
 HS07 Emergency Campus Closure

## RELATED MATERIALS

None

**Appendix 1: Class Cancellation Form****CLASS CANCELLATION FORM**

SCHOOL: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

COURSE NO: \_\_\_\_\_ SECTION NO: \_\_\_\_\_

COURSE TITLE: \_\_\_\_\_

ROOM NUMBER: \_\_\_\_\_

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE: \_\_\_\_\_

POSITION: \_\_\_\_\_