

AA41 Cancellation of Classes

Classification:	Academic Affairs
Responsible Authority:	Senior Executive Operations Coordinator
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
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PURPOSE

To provide a framework for managing class cancellations in a manner that minimizes disruption, supports student learning, and maintains academic standards.

SCOPE

This policy applies to class cancellations affecting individual courses or sections, including those arising from faculty absence or other localized circumstances. It does not apply to disruptions of a broader scope, which are addressed under AA24 Disruption to Academic Activities.

DEFINITIONS

Word/Term	Definition
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, along with information on any impact to course delivery or next steps.
2. Class cancellations due to faculty absence must be approved by the Academic Administrator or designate, except in urgent circumstances where immediate notification is required. Notice is given to students as soon as the faculty member's absence is known, using available communication channels, including the Learning Management System.

3. Students will be provided with alternative learning opportunities or make-up activities, as appropriate, to support achievement of Course Learning Outcomes. In the case of an extended absence, Academic Administrator will ensure continuity of instruction through appropriate contingency measures.
4. Where class cancellations occur in the context of a broader disruption, AA24 Disruption to Academic Activities applies, and any direction provided under that policy supersedes this policy.

PROCEDURE

	Action	Responsibility
1.	Notice of Class Cancellation	
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	Faculty will ensure that their absence is documented in the College's designated system of record (e.g., Workday) or through other approved means, in accordance with applicable Human Resources policies.	Faculty
1.3	When a class is to be cancelled, 1.3.1 Post a notice of cancellation on the classroom door using the Class Cancellation Form (Appendix 1); 1.3.2 Send out a group email or a notification through the Learning Management System to class participants.	1.3.1 Academic Administrator or designate 1.3.2 Faculty, or Academic Administrator when appropriate
1.4	Where a class cancellation becomes known through any source other than the faculty member, the Academic Administrator will promptly verify the circumstances, work with and support the faculty member as appropriate, ensure timely communication to learners, and follow established College processes, including consultation with the Dean and/or Human Resources, as required.	Academic Administrator
1.5	Provide students with an alternative learning experience, in consultation with the Academic Administrator. This may take the form of a rescheduled	Faculty in consultation with

	class, independent study and/or group work.	Academic Administrator
2.	Extended Absence	
2.1	In the case of an extended absence, meet with the class (virtually or in person as appropriate) to provide updates on course delivery and communicate next steps, including any changes to instruction or scheduling.	Academic Administrator
2.2	Develop contingency plans to meet the course learning outcomes and communicate these to the students.	Academic Administrator
2.3	Monitor the impact of class cancellations and ensure that course learning outcomes can still be achieved within the term, making adjustments as needed.	Academic Administrator and Faculty
2.4	Notify Human Resources of the extended absence of the faculty member as described in Policy HR16 Leave of Absence for Personal Reasons.	Academic Administrator

SUPPORTING DOCUMENTATION

Appendix 1: Class Cancellation Form

RELATED POLICIES

AA24: Disruption to Academic Activities

AC04: Notification of Service Disruption for People with Disabilities

HR16: Leave of Absence for Personal Reasons

HS07: Emergency Campus Closing

APPENDIX 1: CLASS CANCELLATION FORM

!CLASS CANCELLED!

SCHOOL: _____

DEPARTMENT: _____

COURSE NO: _____ SECTION: _____

COURSE TITLE: _____

INSTRUCTOR'S NAME: _____

ROOM NUMBER: _____

SCHEDULED DATE: _____

SCHEDULED TIME: _____

REMARKS: _____

SIGNATURE: _____

POSITION: _____