

Instructor's Absence/Cancellation of Classes

Responsible Unit: Academics, Vice President's Office

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The College does not provide substitute faculty and discourages any cancellation of classes. If a faculty member must be absent from class, he or she should notify the Program/Area Coordinator, the Division Assistant Dean, and the students in the class in advance. The faculty should let the Coordinator and Assistant Dean know what arrangements have been made for the class.

If an emergency occurs and students are not notified days in advance that the class is canceled, the faculty should call the Division Office Manager with necessary information, thus allowing the Division Office Manager to prepare a message to put on the classroom door to notify students of the instructor's absence.

Subsequently, the Coordinator and Division Assistant Dean should be notified. For classes meeting at regional/off-campus sites, faculty should notify the appropriate contact person at that site as well as the Program/Area Coordinator and Assistant Dean.