**ISP 146?**

**Class Session(s) Cancellation**

**PURPOSE**

Establishes guidelines for class session cancellations.

**SUMMARY**

In the event of cancellation of one or several class sessions, the faculty member will notify his/her supervisor and the department’s administrative assistant. Students will also be notified as early as possible.

**STANDARD**

1. The faculty member is responsible for notifying his/her Dean or supervisor and the department’s administrative assistant in the case of illness, emergencies, personal responsibilities or professional activities.
2. In the case of a faculty absence for a number of days, the faculty and supervisor will determine whether a qualified substitute can be arranged to cover classes.
3. The instructor will make every effort to notify students in advance by creating an announcement on Moodle and/or sending notification via email.
4. Instructors are responsible for notifying Human Resources about any sick leave use and submitting the appropriate paperwork.
5. The faculty member will ensure a sign is posted on the classroom door of any classes canceled and on his/her office door. The sign on the classroom door will contain the course name and section number, the instructor’s name, and the day and time of the class.