**ISP 164**

**Cancellation of Individual Class Sessions**

**PURPOSE**

Establishes guidelines for class meeting(s) cancellations.

**SUMMARY**

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

**STANDARD**

1. The instructor is responsible for notifying their supervisor and the department’s administrative assistant in the case of illness, emergencies, personal responsibilities, or professional activities. In addition, the instructor should submit a leave request to reflect their absence.
2. The instructor will give students as much advance notice as possible to minimize the burden placed on them by last minute cancellations.
3. The instructor will ensure that all substantive materials and assignments contributing to the attainment of Student Learning Outcomes (SLOs) will be covered during the term. In the case of absence for a number of class meetings, the instructor will work with their supervisor to make arrangements for a qualified substitute.

**REVIEW HISTORY**

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| --- | --- | --- |
| ISP Committee | Adopted | [Date]  |
| College Council | Reviewed | [Date] |

College Council Feedback:

Leave request should be included, maybe in procedure? Concerns about relying on the contract to satisfy this information.