

# ISP 1643

## Cancellation of Individual Class Sessions

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### 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.
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 ~~will be covered~~ contributing to the attainment of Student Learning Outcomes (SLOs) will be presented 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

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