



CANCELLATION OF CLASSES BY INSTRUCTORS

POLICY

College policy states that classes are to be held as designated in the schedule of classes. The instructor does not have the prerogative of canceling classes. If you must be out of class, you must have written permission of the Vice President for Academic Affairs. It is helpful, at the time of requesting permission, to suggest a substitute instructor. If an emergency arises, the Vice President for Academic Affairs should be informed as soon as possible of your absence from the classroom.

The above policy is in accordance with sound academic procedures and, while in effect, must be adhered to.