CANCELLATION OF CLASSES BY INSTRUCTORS

POLICY

College policy states that classes are to be held as designated in the schedule of classes. Faculty do not have the prerogative of canceling classes or changing assigned duties without written notification by their respective dean. It is helpful, at the time of submitting notification, to suggest a substitute faculty. If an emergency arises, the respective dean should be informed as soon as possible of your absence from the classroom or assigned duty.

Deans are responsible for tracking faculty class and assignment cancellations and alerting the Office of Academic Affairs.