



**FACULTY ABSENCE FROM CLASS –
Cancellation of Classes**

#3-03

Approved: October 28, 1992 by: Board of Governors
Effective: October 28, 1992
Date to be Reviewed: To be determined

POLICY

Classes will be taught as scheduled and will be cancelled only as a last resort. In addition, faculty do not have the authority to cancel or reschedule a class or classes.

GUIDELINES

1. It is the responsibility of the faculty member to notify the Administrator responsible for the Campus or Centre and, where appropriate the Department Chair whenever a late arrival or an absence is necessary. Where possible the faculty member will phone as early as possible to advise of the absence.
2. Wherever possible the class will be taught or an examination, if scheduled, will be given.
3. Provision for class coverage in the absence of the faculty member is the responsibility of the Administrator responsible for the Campus or Centre with appropriate consultation with the Department Chair.
4. Where the class cannot be taught, students will be dismissed to pursue further research, reading or written work assigned to the course.
5. As a last resort, the class will be cancelled by an Administrator who will post a notice of cancellation on the classroom door.
6. Every effort shall be made to reschedule classes when resources are available.
7. In the event of a planned absence, students will be advised, in advance, of the class cancellation.

NORTH ISLAND COLLEGE

CLASS CANCELLATION ADVICE

DATE: _____

TIME: _____

**USUAL
LOCATION:** _____

FACULTY: _____

Classes will resume on: _____
Date

Authorized Signature: _____
Administrator