



Policy	#3-03
Approved By:	Education Council
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Administrator Responsible:	Vice-President, Education

CANCELLATION NOTIFICATION FOR INSTRUCTIONAL ACTIVITIES

POLICY STATEMENT

North Island College (NIC) develops a course/program schedule for each student which serves as an agreement between the college and the student. In circumstances when instructional activities are to be cancelled, students are to be notified as soon as possible.

PURPOSE STATEMENT

The purpose of this policy is to detail a process to notify students when an instructional activity is cancelled temporarily due to instructor absence.

PRINCIPLES

1. Notice is given to students as soon as possible when instructional activities are cancelled.
2. The President (or designate) has the authority for full College or Campus closure.
3. Instructional activities are to be cancelled only with the approval of the Department Chair, Dean, Regional Director, Associate Regional Director, or designate.
4. North Island College will uphold the principles of privacy in accordance with the *BC Freedom of Information and Protection of Privacy Act*.

DEFINITIONS:

Instructional Activities

Instructional activities include all North Island College activities in which instruction and learning takes place.

LIMITATIONS:

This policy is not related to cancellation of low enrollment course sections.

PROCEDURES:

North Island College will post procedures outlining the implementation of this policy on the College website. These procedures are also included as Appendix A to this policy.

CROSS REFERENCE:

Policy #7-04 Campus Closure Due to Weather Conditions

Policy #1-01 Freedom of Information and Protection of Privacy

APPENDIX A PROCEDURES

<u>Action</u>	<u>Responsibility</u>
1. Notice of Instructional Activity Cancellation	
1.1 Notify the academic administrator or designate of the inability to conduct an instructional activity as soon as it is known.	Instructor
1.2 Notification to students is required by one or more of the following methods:	
1.2.1 Post a notice of cancellation on the appropriate classroom door and/or on the departmental bulletin board.	Department Chair/Designate
1.2.2 Post and send out a group e-mail to instructional activity participants through the learning management system.	Instructor, Department Chair, or Coordinator
1.2.3 Post an announcement on the myNIC (Portal) student constituency site.	Instructor/Designate
1.2.4 Every effort will be made to contact students involved in instructional activities off campus who will be affected by instructional cancellations or campus closures.	Instructor
1.3 Where possible, assist students to obtain an alternate learning experience, in consultation with the Academic Administrator. This may take the form of a scheduled class, independent study, and/or group work.	Instructor
1.4 Register absence on online leave plan for Human Resources purposes.	Instructor
1.5 When an instructional activity in the School of Continuing Education is cancelled, notify students individually by phone if possible, as well as completing 1.2 above.	CE Staff
2. Full College/Full Campus Closure Due to Unforeseen Circumstances	
2.1 In the case of a full college closure for unforeseen circumstances (for closure due to weather conditions, please see Policy 7-04), a decision will be made by the President (or designate) and information will be communicated to students.	Director of Community & College Relations or Associate Regional Director