

Policy No. & Title: A109: INCIDENTAL CANCELLATION OF CLASSES

Policy Sponsor: Senior Vice-President Academic

Effective: 2022-10-10

Next Review: 2027-10-10

Approvals: 1974 01 10, 1974 03 01, 1996 12 04/SA-96-03, 2005 01 12/AC-04-05,
2012 05 09/SLC-11-12, 2012-11-28

1. PURPOSE

The purpose of this policy is to ensure that students receive notice and are provided with opportunities to achieve course learning outcomes when a class is cancelled due to unplanned circumstances.

2. DEFINITIONS

Scheduled Class Activity: An activity appearing on a student timetable for which a professor or other College staff member is scheduled to participate.

Incidental Cancellation: A cancellation of a Scheduled Class Activity on the part of the faculty member that arises as a result of a planned or unplanned event.

3. THE POLICY**3.1. Scope**

This policy applies to incidental cancellation of classes or activities and does not apply to class cancellation arising from an Emergency Incident (see College policy P103: Safe College Campus).

3.2. Principles

- 3.2.1. During normal operations, Scheduled Class Activities may only be cancelled in advance with the approval of the professor's Academic Manager.
- 3.2.2. Students will be notified as soon as practically able when an incidental class cancellation occurs, normally through Fanshawe Online.
- 3.2.3. Academic Managers ensure that course learning outcomes and/or program learning outcomes are achieved when incidental class cancellations occur.

3.3. Notice

- 3.3.1. When a professor becomes aware that they will not be able to conduct a Scheduled Class Activity, they report this to their Academic Manager as soon as possible. Academic Managers direct the class notification of the professor's absence through Fanshawe Online. Non-attendance at work is managed in accordance with College Policy P202: Absence Management.
- 3.3.2. While FOL announcements are the preferred method of communicating the incidental cancellation to students, schools may define an alternative method at their discretion.
- 3.3.3. Notice of cancellation to students should occur at least one business day in advance of the Scheduled Class Activity, if the cancellation is known.
- 3.3.4. In the case of requests for cancellations not initiated by the professor, for such reasons as general College meetings, attendance at conferences, field trips, and other situations and events, the professor will normally receive at least five days' prior notice of such cancellation from the appropriate Vice-President or Academic Manager.

3.4. Rescheduling

- 3.4.1. Academic managers will work with faculty members to determine the best means of rescheduling any missing course and/or program learning outcomes as the result of an incidental class cancellation (e.g. online learning, revised face-to-face components).
- 3.4.2. Professors may not reschedule face-to-face classes without approval from their Academic Managers.

4. REFERENCES

College Policy:

A116: Assigned Off-Campus Academic Activity

P103: Safe College Campus

P202: Absence Management

5. ATTACHMENTS

None

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