

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

*Policy Sponsor:* Senior Vice-President Academic

*Reference Cttee:* **President**

*Effective:* 2012-11-28

*Next Review:* 2017-05-09

*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.

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**1. PURPOSE**

Students have the right to expect their professors to be present for each regularly scheduled class activity or to receive notice of the cancellation of scheduled class activity. In addition, provision for making up lost learning time or for assuring the continuity of learning by other means should be forthcoming as soon as possible.

The purpose of this policy is to provide a process that consistently achieves these ends.

**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.

**3. THE POLICY**

- 3.1. 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. During normal operations, Scheduled Class Activities may only be cancelled with the approval of the professor's Academic Manager.
- 3.3. 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 notify the class of the professor's absence by use of the College's "class cancellation" form and post the information on Fanshawe Online. Non-attendance at work is managed in accordance with College Policy [P202: Absence Management](#).
- 3.4. Class designates are requested to advise Academic Managers of cases where a professor's absence has occurred and where the class has not been notified. Academic Managers determine the reason for the lack of notification and take appropriate remedial action.

- 3.5. 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.
- 3.6. The Academic Manager makes every effort to reschedule or otherwise arrange to ensure the completion of course learning outcomes.

**4. REFERENCES**

College Policy:

[P103: Safe College Campus](#)

[P202: Absence Management](#)

1-F-10: [Cancellation of Classes or Closure of College Locations](#)

**5. ATTACHMENTS**

None

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