

PROCEDURE TITLE: NCT 100 Class Cancellations

RELATED POLICY: NCT 100 Class Cancellations

A. Definitions

Approved Faculty Absence: Planned faculty participation in professional development or other occasional off-campus activities, provided that these have prior approval of the Program Coordinator which is to be obtained well in advance of the event.

Approved Program Activity: Activities such as class field trips, provided that these have the prior approval of the Program Coordinator, which is to be obtained well in advance of the event.

Emergency Absence of Faculty: Faculty access to sick leave or other leaves for unavoidable absences as determined by college policy.

Facility/Equipment Issue: Emergency situations affecting scheduled classrooms, facilities or equipment issues, or the College as a whole including but not limited to severe weather, power outage, etc.

B. Procedure Purpose

Occasionally, classes will need to be cancelled or rescheduled to accommodate particular circumstances. This procedure outlines the steps to be taken relating to the circumstances leading to the cancellation or rescheduling of a class.

C. Scope

This procedure applies to all Niagara College students registered, and attending classes, at the Niagara College – Toronto (NCT) campus.

D. Procedure Statements

1. The faculty member will report all class cancellations, and the reason, to their Program Coordinator.
2. Plans for cancelling or rescheduling class, other than for emergency reasons, must be discussed with, and approved by, the Program Coordinator well in advance of the date of the class.

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3. The faculty member will notify all affected students via Canvas with as much advance notice as possible.
4. When the cancellation is due to an unforeseen, unavoidable circumstance, the faculty member will advise their Program Coordinator as soon as possible.
5. In the case of class cancellation due to an unavoidable absence of the faculty member, the Program Coordinator or designate, will post a message to students in Canvas class section if the faculty member is unable to do so.
6. For all class cancellations, the Program Coordinator will post a cancellation notice at the classroom prior to the scheduled class, using the Class Cancellation Notice template.
7. Following a cancelled class, regardless of the reason, the faculty member will develop a plan to cover the missed course material and communicate this to all affected students.

E. Forms

None

F. Document History

Date	Approval/Review/Key Change(s)
March 2, 2023	New