



Class Cancellation

From time to time faculty members find it necessary to cancel a class due to unforeseen circumstances such as illness. A standard policy, *Guidelines for the Cancelling of Classes and Planned Absences* was passed by Academic Council in 2004, with updates in 2008 and 2010 (available online from the Brescia Intranet > Faculty Resources).

There is a change to the procedures related to unanticipated class cancellations that is required as a result of changes within the Registrar's Office. Procedures related to planned absences are the same as have been followed over the past five years.

Unanticipated class cancellations

The old procedure included calling the Registrar's Office with the information about the class cancellation. With the launch of The Hive phoning the Registrar's Office will no longer work for this. If you need to cancel a class you should complete the online class cancellation form found on the Brescia intranet. Information from the class cancellation form will be sent out to students via social media (twitter) and posted on the Hive website. As in the old procedure you should also post an announcement on your course OWL site and contact your Chair or the Academic Dean to inform them of your absence.

Planned absences

Procedures and policies in cases of planned absences have not changed. Faculty will not usually attend conferences or be absent during a time when they would be teaching. On occasions when this situation does arise faculty members are asked to first consult with their Division Chair before making a commitment to be absent from the College. In those cases in which a faculty member knows that s/he will be away, s/he is asked to make provision for the classes affected while absent. Faculty may arrange for a guest speaker or a specific research assignment. Such classes should have alternate activities and not be considered as "cancellations."

At times faculty may wish to be absent from the College for personal reasons, such as attendance at a funeral. In such cases the faculty member is asked to consult with their Division Chair or the Academic Dean in order that appropriate provision may be made for the class in question to be covered.