

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Class Cancellation**

EFFECTIVE DATE: **November 5, 2009**

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

2.1 Application

This policy applies to all students who are registered in a credit course.

2. PURPOSE AND PRINCIPLES

2.1 The College recognizes the importance of clear expectations for students and faculty as a framework for a positive learning environment.

2.2 The College recognizes that our students have a right to expect that their classes will be provided in accordance with scheduled timetables.

2.3 The College recognizes that instruction will be delivered as scheduled, that classes will start and end on time for the duration of the term, and that students will receive notification of cancelled classes as soon as possible.

3. POLICY

3.1 The College recognizes that classes may from time to time need to be cancelled or re-scheduled to accommodate circumstances of the following types:

- emergency faculty access to sick leave or other emergency leaves for unavoidable absences as determined under the collective agreement;
- pre-arranged program activities such as class field trips, provided that these have the prior approval of the Program Dean, which is to be obtained well in advance of the event;
- planned faculty participation in professional development or other occasional off/on campus activities, provided that these have the prior approval of the Program Dean, which is to be obtained well in advance of the event; and

- emergency situations affecting the College as a whole (inclement weather, etc.) or scheduled classrooms (facilities or equipment problems).
- 3.2 In addressing cancelled or re-scheduled classes, the College obligation to students is to ensure that the course content is substantively delivered in accordance with the program curriculum, but this does not mean that each and every class will always have to be re-scheduled.
- 3.3 The College recognizes that the provisions of the faculty collective agreement regarding faculty leaves for sickness, bereavement, etc will not be circumvented.

4. ROLES AND RESPONSIBILITIES

4.1 President

The President is responsible for the overall management and operation of the College. The President will ensure that the policy is implemented and that compliance is monitored.

4.2 Vice President, Academic

The Vice President, Academic, will be responsible for the effective implementation of this policy and resolve any disputes arising over policy interpretation.

5. EVALUATION

This policy shall be reviewed and evaluated every three years.