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## CANCELLATION OF CLASSES

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<b>POLICY NUMBER</b>	<b>BRD 14-0</b>
<b>APPROVAL DATE</b>	<b>SEPTEMBER 15, 2003</b>
<b>PREVIOUS AMENDMENT</b>	<b>JANUARY, 1984</b>
<b>REVIEW DATE</b>	<b>SEPTEMBER, 2008</b>
<b>AUTHORITY</b>	<b>BOARD OF GOVERNORS</b>
<b>PRIMARY CONTACT</b>	<b>APPROPRIATE DEAN</b>

### **POLICY**

The Board of Governors believes that the instructional process is extremely important and views the unnecessary cancellation of classes as a very serious matter. In general, no cancellation of classes or any scheduled instructional activity should occur unless covered by relevant clauses in the current collective agreement or by policy governing leave. The only exceptions are where circumstances beyond the control of an instructor make it imperative that such a scheduled instructional activity be cancelled.

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### **REGULATIONS**

If an instructor must cancel any scheduled instructional activity (e.g. class, lecture, seminar, lab, etc.) these steps will be followed in all cases:

1. The instructor will notify the relevant department Chairperson and/or secretary or designate as soon as it becomes apparent he or she must cancel the scheduled instructional activity. Notification may be done in person or by telephone or e-mail. Where the Chairperson is not immediately available, a message for the Chairperson left with the department secretary or designate will be considered acceptable notice.
2. Students should be notified of the class cancellation.
3. Having notified the department Chairperson verbally, the instructor will complete a class cancellation report within 24 hours of cancellation or return to work (whichever comes first) and forward it to the Chairperson who will send a copy to the Dean.