

CANADORE COLLEGE
OPERATIONAL POLICY MANUAL

TITLE: **Class Cancellation Policy**

EFFECTIVE DATE: **January 10, 2020**

1. SCOPE

1.1 Authority

This policy is issued under the authority of the President.

1.2 Application

This policy applies to all scheduled classes of credit courses, which compose of educational programs, offered by Canadore College of Applied Arts and Technology (hereafter referred to as “Canadore” or “the College”).

2. PURPOSE AND PRINCIPLES

2.1 Purpose

The purpose of this policy is to recognize Canadore’s commitment to student rights including having classes delivered as per scheduled timetables. It also identifies circumstances in which classes may be cancelled or rescheduled as well as the expectations and requirements in such cases.

2.2 Principles

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

2.2.2 The College expects 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. DEFINITIONS

3.1 Dean

For the purpose of this policy, Dean refers to the academic administrator with program responsibilities.

4. POLICY

4.1 The College recognizes that classes may from time to time need to be cancelled or re-scheduled to accommodate special circumstances. Classes may be cancelled for:

- leaves for faculty;
- pre-arranged program activities;
- illness; or
- emergency situations.

4.2 Affected students are notified as soon as possible of a class cancellation through the Learning Management System (iLearn) or directly through other means, at the responsibility of the professor.

4.3 In addressing cancelled classes, the College obligation to students is to ensure that the course content is substantively delivered in accordance with the course or program curriculum, but this does not mean that each cancelled class will be re-scheduled, unless otherwise stipulated in specific program regulations.

5. ROLES AND RESPONSIBILITIES

5.1 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.

5.2 Vice President Academic

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

5.3 Dean

The Dean is responsible to ensure compliance with this policy in their program areas.

6. EVALUATION

This policy shall be reviewed every five years or earlier if required.

7. RELATED MATERIALS

Academic Employees Collective Agreement