

CLASS CANCELLATION POLICY AND PROCEDURES [Generic]

Introduction

Student dissatisfaction can arise due to the cancellation of classes at short notice. There will always be occasions when classes must be cancelled but it is important to ensure that the University has in place effective arrangements for communicating with students in circumstances where classes are cancelled. The following policy explains the mechanisms of ensuring that students are informed that a class has been cancelled, how they might expect to make up for any work missed, and what arrangements will be made for the delivery of the remainder of the module if this becomes necessary (for example in the case of medium/long term sickness of the member of staff concerned).

Cancellation or Postponement of Classes

If it is necessary to cancel a class due to illness, or any other unforeseen situation, it is important that members of staff notify the University as early as possible so that students can be promptly informed.

1. The member of staff should telephone the appropriate Academic Support Unit as early as possible. If you are not able to speak with someone you should email:

[insert email address]

The email must include:

- a) module code
 - b) staff tutor name
 - c) class meeting time that is to be cancelled and rescheduling information, if any.
2. If possible, the member of staff should place an announcement on Blackboard or alternative VLE.
 3. This procedure should be followed even if you announce a future cancellation in class.
 4. Staff in the Academic Support Unit will:
 - a) email and text all students registered on the module and inform them of the cancellation of the class; the message sent will apologise and provide an explanation of the reason;
 - b) Display a notice on the appropriate classroom door;
 - c) Class cancellations will be posted on the timetabling website
 5. A record of the number of classes cancelled will be maintained with the Academic Support Unit.

In the event that the illness or other unforeseen situation extends beyond one session the Institute will put in place contingency arrangements to cover subsequent classes.

Rescheduling Classes

Module leaders should make arrangements to ensure that the material that was to be covered in the class is made available to the students subsequently, either at the next class, through an additional meeting, or electronically, via Blackboard or another means. In the event that a new session is to be run the module tutor should contact timetabling to secure a room. Please confirm your room reservation before announcing the rescheduling to students.

Inclement Weather

It is the policy of the University to conduct business as usual on every scheduled day and classes are rarely cancelled because of snow or other weather-related emergencies. The University however may decide it is necessary to close the campus. In deciding whether to close or delay opening, several factors are considered:

- a) the weather conditions;
- b) the condition of travel routes to the University;
- c) and the condition of campus roads and pavements.

If a decision to close is taken, that decision is usually made by 8:00 a.m. and publicised on the University web pages. Evening class closure announcements will be made in the same manner, normally prior to 3:00 p.m. University offices are notified via an 'all users' email.

When the University is open, it is recognised that staff and students come from various locations and distances, some of which may be more seriously affected by adverse weather than others, staff and students must, as always, exercise their judgment on whether or not it is safe to travel to and from the University

Staff who decide to cancel a class due to weather considerations should post information on their course Blackboard page and follow the advice described above.

Guidance for students

Students must wait fifteen minutes after the planned start time for a module before leaving if a member of staff fails to arrive for the session.

Submission of assignments and assessments during inclement weather

If you are unable to submit your work due to the adverse weather, you should post your work to the University using recorded or special delivery. Submission will be taken from the date of the franking on the envelope. If you are unable to visit a post office, you should submit an electronic copy and follow this up with a paper submission as soon as possible.

When the University is open, students are expected to make every effort to attend assessments and should not assume that early morning travel disruptions will prevail throughout the day, as difficulties with travel routes and public transport are likely to improve as the day progresses. You should, therefore, make continued efforts to attend, which may mean not relying on your usual travel routes or modes of transport. You may also wish to make appropriate arrangements to stay in the area during the assessment period in order that your studies are not adversely affected by the weather.

Version reference: 1.0

Date document was approved and comes into effect: 1 September 2010

Author of the document: Kevin Pickess

Date document is due for review: 1 February 2013

Revision History

Committee	Date	Change
Academic Board	7 July 2010	New Procedure Approved