

CANCELLING CLASSES

In the event that a situation (illness, emergency, etc.) prevents you from meeting a regularly scheduled class, ensure you notify the appropriate parties as soon as possible:

- Contact your Dean and/or Director
- Make every effort to notify each student. Recommendations include making an announcement in Canvas, sending an email to students, and coordinating with colleagues to notify students when appropriate
- Notify Public Safety at 612-381-3328 or email publicsafety@dunwoody.edu and ask them to also notify the Manager on Duty
- Notify HR (if applicable)

If you're unable to contact all appropriate parties, at minimum notify your Dean and/or Director. Ask them to handle other communication.

For in-person courses, the person receiving your cancellation may also coordinate a note on the classroom door. For online courses, please make every effort to provide a clear announcement and instructions in the Canvas courseroom.

This applies to unexpected, short-term absences. If you will be away for a longer period of time, you will need to work out appropriate coverage for your class(es) with your Dean or Director.