

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
- Notify Public Safety
- Notify Manager on Duty (night class)
- 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.

The person receiving your cancellation should also coordinate a note on the classroom door.

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