



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPRC-3045 Course Section and Class
Cancellation
Origination: 03-21-2019
Approved: 04-12-2019
Effective: 04-12-2019
Reviewed:
Last Updated:

Subject: Course Section and Class Cancellation

1. PURPOSE

This policy statement provides guidelines for cancellation of class instructional meeting(s) or courses of instruction for credit-bearing courses offered by Northern Pennsylvania Regional College (NPRC or the College).

2. SCOPE AND APPLICABILITY

This policy is applicable to all instructors of all credit-bearing courses and the students who enroll in those courses at Northern Pennsylvania Regional College (NPRC or the College).

3. REFERENCES

3.1 INDX-0010 Master Policy Index

4. DEFINITIONS

4.1 A class meeting is a scheduled block of time allocated for instructional activities and the teaching-learning process as part of the delivery of a course of instruction.

4.2 The master schedule is the full listing of credit-bearing courses available for student enrollment during a full, a full-abbreviated, or a part of academic term.

5. POLICY

5.1 Cancellation of class meeting(s) may be authorized by the administration of NPRC for the following reasons when in alignment with the given criteria:

5.1.1 Cancellation of a class meeting may be authorized due to closure of a site or limited number of sites caused by weather-related, power-related, or other unavoidable circumstances. Only class meetings that originate from closed site(s) shall be cancelled college-wide. All other class meetings shall continue as scheduled. Notice of such cancellation(s) shall be provided electronically to

college-assigned email accounts or by other approved means to all students, instructors, site coordinators, and proctors affected by the cancellation. A recording of the class meeting may be released to the students enrolled at the affected site(s). Whenever possible, class meeting cancellation decisions are made at least two hours prior to the start time for the class instructional meeting. The Marketing and Public Relations Coordinator or designee shall provide notice to the public.

- 5.1.2 Cancellation of all class meetings at all instructional sites may be authorized due to weather-related, power-related, or other unavoidable circumstances predicted or occurring over the entirety of NPRC's service region. Whenever possible, college-wide class meeting cancellation decisions are made at least two hours prior to the common start time for a set of courses. College administrators assigned the responsibility for decision-making for college-wide cancellations shall exercise best judgement regarding safety concerns and minimization of disruption to the educational process. Notice of such cancellation(s) shall be provided electronically to college-assigned email accounts or by other approved means to all affected students, instructors, site coordinators, and proctors affected by the cancellation.
- 5.1.3 Cancellation of a class meeting may be authorized for instructor absence due to unavoidable reasons including, but not limited to, personal illness, family illness, or milestone family events such as a wedding, graduation, or funeral, or for planned absences approved in advance by the faculty's supervisor for reasons including, but not limited to, attendance at a college-related function, advisory board meeting, governance meeting, or professional development activity. Approval of class meeting cancellation by an instructor for unplanned absence(s) requires the faculty to provide notice as soon as possible by electronic or other approved means. The faculty must provide notice to the Dean of Curriculum and Instruction or designee, other personnel identified by the faculty's supervisor, and the students enrolled in the course whose meeting is being cancelled. In these circumstances, the specific class meeting impacted is cancelled at all instructional delivery sites.
- 5.1.4 Cancellation of a class meeting may be authorized thirty minutes after the start time for students and/or proctors present if the instructor has not provided notice of his or her absence due to unavoidable emergent circumstances. In the event of such a cancellation, those present shall designate a proctor to communicate notice of the cancellation to the Dean of Curriculum and Instruction by email within twenty-four (24) hours of the event. In these circumstances, the specific class meeting impacted is cancelled at all instructional delivery sites.

- 5.2 Faculty are required to develop an alternate instructional plan for any cancellation resulting in lost instructional time by the entirety of the student population enrolled in a course section. The plan should include student engagement in the teaching-learning process and provide opportunity to work toward attainment of the course goals. Faculty are required to communicate their alternate instructional plan, including any corresponding assignment, to the students enrolled in the course and to the Dean of Curriculum and Instruction or designee within seven (7) working days of the class meeting's cancellation.
- 5.3 Cancellation of course section(s) published on the master schedule for a full, a full-abbreviated, or a part of academic term as open for student enrollment may be authorized by the administration of NPRC for the following reasons when in alignment with the given criteria:
- 5.3.1 Cancellation of course section(s) may be authorized for sections with enrollment less than six (6), when
- 5.3.1.1 An alternate course or section is available to fulfill program requirements for the students enrolled;
 - 5.3.1.2 The educational plans for degree-seeking students enrolled can be modified to avoid extending the time to degree completion; or
 - 5.3.1.3 An arrangement for an appropriate equivalent educational experience can be provided through independent study.
- 5.3.2 Cancellation of course section(s) may be authorized for sections with enrollment greater than six (6), when
- 5.3.2.1 Alternate section(s) of the course have enough open seats to accommodate the enrolled students without exceeding ten (10) instructional sites for any one section; and
 - 5.3.2.2 The alternate section(s) available do not create scheduling conflicts between required courses that impede the ability of degree-seeking students to complete programmatic requirements without increasing time to degree completion.
- 5.3.3 Cancellation of course section(s) may be authorized for any reason deemed necessary by the Vice President for Academic and Student Affairs.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 The Marketing and Public Relations Coordinator or designee is responsible for public notice of class meeting cancellations in accordance with the following:
 - 6.1.1 For cancellations affecting a single site or limited number of sites, public notice includes, but is not limited to, posting on the College's Facebook page (@northernparegionalcollege) and Twitter (@NPRCOfficial).
 - 6.1.2 For cancellations affecting the entirety of the College's service region, public notice includes, but is not limited to, posting on the College's Facebook page (@northernparegionalcollege), Twitter (@NPRCOfficial), scrolling banner on NPRC's website (<https://regionalcollegepa.org>), and common media outlets, such as WICU/WSEE, WJET, WJAC-tv, WTAE, and KDKA.
- 6.2 The Vice President for Academic and Student Affairs or designee is responsible for making final decisions concerning College-wide class cancellation and for communicating the decision to the appropriate personnel for distribution.
- 6.3 Faculty are responsible for developing and distributing instructional plans for missed instructional time in accordance with policy criteria.
- 6.4 The Dean of Curriculum and Instruction or designee is responsible for monitoring the submission of and archiving instructional plans for missed instructional time provided by faculty.
- 6.5 The Dean of Curriculum and Instruction or designee is responsible for disseminating notice of class meeting cancellation(s) to instructional site coordinators, proctors, faculty and other College employees, and students.
- 6.6 The Director of Information Technology or designee is responsible for electronic distribution of recordings to students affected by class meeting cancellation(s). In these circumstances, the recording shall be automatically disseminated electronically to affected students within 72 hours of the conclusion of the class meeting.
- 6.7 The Dean of Curriculum and Instruction is responsible for recommending course cancellation decisions provided for in 5.3.1 and 5.3.2 to the Vice President for Academic and Student Affairs at least five (5) working days prior to the first day of classes for a full, a full-abbreviated, or a part of academic term and for communicating course section cancellation information to Student Success Specialists and the Office of the Registrar.

- 6.8 The Vice President for Academic and Student Affairs is responsible for issuing final approval for cancellation of course sections at least three (3) working days prior to the first day of classes for a full, a full-abbreviated, or a part of academic term.
- 6.9 The Registrar or designee is responsible for communicating all course section cancellations to affected students at least 48 hours prior to the first day of classes for a full, full-abbreviated, or part of academic term.
- 6.10 The Student Success Specialists are responsible for advising students concerning appropriate revisions to their schedules necessitated by course section cancellations.
- 6.11 The Vice President for Academic and Student Affairs is responsible for the administration of this policy.

7. REVIEW STATEMENT

This policy shall be reviewed on a regular basis at least once every five years per the Policy Review Schedule established by the President or the President’s designee. A review of the policy may be requested prior to the timeframe outlined by the policy review schedule by any student, faculty, staff, administrator, or board member. Such a request must be submitted in writing to the Office of the President and must address specific concerns. Upon receipt of such a request, a complete review of the policy will be conducted within three months. Upon review, the President or President’s designee may recommend to the Board of Trustees that the policy be amended or repealed.

8. SIGNATURES

Signature on file

Chair, Board of Trustees	Date

Signature on file

President	Date

Attachments: None

Distribution: Board of Trustees: <https://regionalcollegepa.org>

Revision Notes: Policy in Origination