



Subject: Class Cancellation

1. PURPOSE

This policy provides guidelines for cancellation of classes due to inclement weather or other unavoidable circumstance.

2. SCOPE AND APPLICABILITY

This policy is applicable to all instructors, staff, administrators, and students involved in class delivery and the students who enroll in those courses.

3. REFERENCES - None

4. DEFINITIONS – None

5. POLICY

5.1 Classes at one or a limited number of sites may be cancelled due to adverse weather conditions, power outages, or other unavoidable circumstances. All other sites shall continue as scheduled. Notice of such cancellation(s) shall be provided to all students, instructors, site coordinators, and proctors affected by the cancellation. A recording of the class may be released to the students enrolled at the affected site(s). Whenever possible, cancellation decisions are made at least two hours prior to the start time for the class.

5.2 Classes that originate from a closed site shall be cancelled at all sites.

5.3 Cancellation of a class may be authorized thirty minutes after the start time for students and/or proctors present if the instructor has not provided notice of their absence. In the event of such a cancellation, those present shall designate a proctor to communicate notice of the cancellation to the Instructional Support Coordinator by email within twenty-four (24) hours of the event.

5.4 Cancellation of classes at all instructional sites may happen due to adverse weather conditions, power outages, or other unavoidable circumstances occurring over the

entirety of NPRC’s service region. Safety and minimization of disruption to the educational process will be considered when determining if classes should be cancelled college wide. Notice of cancellation shall be provided by the Marketing and Public Relations Coordinator or designee through public and social media as soon as is reasonably possible.

5.5 For cancellations due to planned instructor absence, notice to students shall be provided by the instructor.

6. RESPONSIBILITIES AND TIMELINES

6.1 The Vice President of Academic and Student Affairs or designee makes final decisions concerning College-wide class cancellation.

6.2 For any class cancellation, the Vice President of Academic and Student Affairs or designee will notify all staff of College-wide class cancellations. Notice to others of College-wide or limited site cancellations will be issued as follows:

6.2.1 The Instruction Support Coordinator will notify instructional site coordinators and proctors.

6.2.2 The Registrar or designee will notify students of academic courses.

6.2.3 The Director of Workforce Development and Erie Operations or designee will notify students, instructors, and other personnel as needed.

6.3 The Director of Information Technology or designee will distribute recordings to students affected by class cancellation(s). In these circumstances, the recording shall be automatically disseminated electronically to affected students within 72 hours of the conclusion of the class.

6.4 The Vice President of Academic and Student Affairs is responsible for the administration of this policy.

7. SIGNATURES

Signature on file

Chair, Board of Trustees

Date

Signature on file

President

Date