



Subject: Class Cancellation

1. PURPOSE

This procedure addresses the steps and responsibilities related to cancellation of class meeting(s) for courses offered by Northern Pennsylvania Regional College (“NPRC” or the “College”).

2. APPLICABILITY

This procedure is to be followed in any instance of cancelling a class meeting, and is applicable to all instructors of the College and instructional location staff.

3. ASSOCIATED POLICIES

4.1 NPRC-3050: Class Meeting Cancellation

4. DEFINITIONS

4.1 A class or 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 A proctor is a person employed to monitor and supervise class delivery to students at instructional locations.

4.3 An instructional location administrator is a person designed and identified as the primary communications conduit and liaison between the instructional location and the College.

5. PROCEDURE

5.1 Cancellation of any class is authorized by the administration of NPRC in alignment with the criteria listed in the policy NPRC-3050: Class Cancellation.

5.2 Cancellation decisions by the College are made two hours before the class meeting starts as practicable.

5.3 In the instance of an instructor canceling a class, the following steps will be executed:

- 5.3.1 In accordance with the guidelines in the NPRC Faculty Handbook, instructors of academic courses will notify their supervisor and the Assistant Director of Instructional Support no later than two hours prior to the start of class or as soon as possible.
- 5.3.2 Instructors or designee will notify students.
- 5.3.3 Instructors of academic courses will submit FORM-3320: Instructor Absence Planned/Unplanned Form by the end of the term.
- 5.3.4 Under the direction of the Vice President of Academic and Student Affairs (VPASA); the Director of Workforce Development; or their designee, the Assistant Director of Instructional Support or designee will notify all affected instructional locations.
- 5.3.5 In the instance of class cancellation due to unexpected instructor absence, the following steps will be executed:
 - 5.3.6 If the instructor has not arrived by thirty minutes after the start time of a class meeting, any proctor present may authorize the cancellation of the class meeting.
 - 5.3.7 Proctors present shall designate a proctor to communicate notice of cancellation to Helpdesk.

5.4 In the instance of class cancellation due to a closure of one or more instructional locations, the following steps will be executed:

- 5.4.1 The Assistant Director of Instructional Support or designee will notify the instructional location administrator(s), instructor(s), and proctor(s) of the instructional location(s) affected by cancellation(s) at a limited number of instructional locations.
- 5.4.2 The Registrar or designee will notify the students of the instructional location(s) affected by the cancellation via the Student Information System.
- 5.4.3 Notice of college-wide cancellation(s) will be posted publicly and communicated to appropriate media outlets by the Director of Marketing and Public Relations or designee.

6. Approval



Name



Title



Date