



**NORTHERN
PENNSYLVANIA
REGIONAL COLLEGE**

Policy: NPROC-3050: Class Cancellation
Origination: 03-21-2019
Approved: 04-12-2019
Effective: 04-12-2019
Reviewed: 11-30-2021
Last Updated: 01-14-2022

Subject: Class Cancellation

1. PURPOSE

This policy provides guidelines for cancellation of classes at Northern Pennsylvania Regional College (“NPROC” or the “College”) due to inclement weather or other unavoidable circumstances.

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

PROC-3050: Class 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. POLICY

- 5.1 Class(es) at one or more, but not all, instructional locations may be cancelled due to adverse weather conditions, power outages, or other unavoidable circumstances. In such an event, classes at unaffected instructional locations may continue as scheduled. For these non-college-wide cancellations, notice will be provided to students, instructors, and additional persons impacted by the cancellation. As practicable, cancellation decisions are made at least two hours prior to the start time for affected class(es).
- 5.2 Class(es) may be cancelled college-wide due to adverse weather conditions, power outages, or other unavoidable circumstances. For these college-wide cancellations,

notice will be provided to all students, instructors, and other persons impacted by the cancellation. As practicable, cancellation decisions are made at least two hours prior to the start time for affected class(es) and communicated publicly.

- 5.3 Cancellation of a class may be authorized by a proctor or other NPRC staff thirty minutes after the class start time if the instructor is not present.
- 5.4 If a class cancellation impacts an instructor's assigned instructional location, the specific class impacted is cancelled college-wide, not just at instructor's assigned instructional location.
- 5.5 For cancellation(s) due to planned instructor absence(s), the instructor shall provide advance notice to enrolled students and the College will provide notice to instructional location(s) as applicable.

6. RESPONSIBILITIES AND TIMELINES

- 6.1 As practicable, instructors are responsible for notifying enrolled students of class cancellation due to instructor absence. Instructors are required to adhere to the guidelines communicated within the Faculty Handbook regarding the reporting of instructor absence(s).
- 6.2 As practicable, notice of college-wide class cancellation(s) shall be provided by the Director of Marketing and Public Relations or designee through public communications and social media postings.
- 6.3 The Vice President of Academic and Student Affairs or designee makes final decisions concerning college-wide, academic class cancellation(s).
- 6.4 The Assistant Director of Instructional Support or designee will notify personnel at affected instructional locations of class cancellation(s) and affected instructors.
- 6.5 The Registrar or designee will notify affected students regarding academic class cancellation(s) not due to instructor absence.
- 6.6 Director of Workforce Development or designee makes final decisions concerning college-wide, non-credit class cancellation(s).
- 6.7 The Director of Workforce Development or designee will notify students, instructors, and other personnel as needed.

7. SIGNATURES

Signature on file

_____	_____
Chair, Board of Trustees	Date

Signature on file

_____	_____
President	Date