

# St. Thomas University Policy Statement

Policy Name: Class Cancellation

**Classification:**

General Administration	_____
Academic	<u>    X    </u>
Unit	_____

Issued by: \_\_\_\_\_ (Signature)  
Vice-President (Academic) (Title/Authority)

Date of Issue: May 15, 1997 Senate approved.

**Policy:**

Courses at St. Thomas University are scheduled to provide students with approximately 150 minutes of instructional time per week. Instructional time includes, but is not limited to, the following: lectures, discussions, seminars, tutorials, laboratory sessions, library instruction, field trips, audiovisual and multimedia presentations, computer-assisted learning, and any other organized learning activity with the instructor available.

As students have a right to expect that full instructional time will be provided, scheduled class meetings will be maintained throughout the academic year. Class cancellations or shortened classroom periods should only result from legitimate personal or professional reasons.

**The decision to cancel classes for inclement weather will be made by the University. The University administration will undertake to notify faculty and students of this decision.**

**If a class must be cancelled because of an unexpected occurrence such as the illness of the instructor, the instructor will notify the Vice-President (Academic)'s secretary, who will attempt to notify the students by posting the class cancellation. The instructor will also notify the department chair.**

**If an instructor may reasonably foresee his or her absence from a scheduled class, the prior approval of the Vice-President (Academic) is required. These requests will be in writing, with a copy to the department chair, and should include the dates of the instructor's planned absence, the reasons for the instructor's absence, the alternative activities which will take place during the absence or, if a class or classes are to be cancelled, the make-up activities which have been planned for the students. It is the instructor's responsibility to inform the students of these class cancellations and the alternative and/or make-up instructional activities which have been planned.**

In the event that the sum of all class cancellations for a particular course exceed five hours in one semester, it is expected that the department chair will meet with the instructor involved to review the situation, and to plan alternative and/or make-up instructional activities for the students enrolled in the course.

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**\*Policy Origin:**

This policy was prepared by Roger Barnsley. Date: May 1997