

Guideline and Procedure for a Cancelled Course/Missed Contact Hours **1/31/07**

Guideline:

Instructors are primarily responsible for addressing missed contact hours. Instructors should work with their Program Administrator and Academic Program Director to reach a solution that meets the learning needs of the students enrolled in the course and the course learning objectives.

Procedure:

Notification

- Course is cancelled:
 - Instructor calls the Program Administrator if he/she cannot travel due to inclement weather, illness, or plane is cancelled
 - Should the facility/installation close, the Program Administrator calls instructor to cancel the class for that time period.
- Program Administrator notifies the Academic Program Director and copies in the Assistant Director of Academic Program Quality as soon as possible after the class is cancelled.
- Program Administrator notifies students of cancelled class:
 - Establish calling trees for each course
 - Have an announcement placed on center answering machine
 - Email students of the cancelled class
 - Publish the #800 Weather Alert phone number

Addressing Missed Contact Hours

- The Instructor will work with the Program Administrator and Academic Program Director as needed to address the missed contact hours which may include rescheduling the class and/or assigning substantive, alternate activities.
- The decision by the Instructor on how to make up the contact hours, including alternate assignments/use of Blackboard should be communicated via email to students, the Academic Program Director, Program Administrator, and Assistant Director of Academic Program Quality.
- The Program Administrator will forward this communication to their Associate Director.