

Category: Academic

Division: Instructional Services

Department: Instruction

Policy Title: Class Meeting

Policy Statement: Instructors are required to meet classes according to the established schedule. Classes are expected to meet for the full period on the first day of class and every day thereafter. It is expected that the instructor is in the classroom during the scheduled class meetings, including testing and final exams.

Procedures: If faculty members must be absent from class because of illness or other circumstances, instructors will contact their immediate supervisor so arrangements can be made to meet the class. Since evening classes are more difficult to cover than day classes, the earlier the supervisor is notified, the better. This is particularly critical for the evening classes since many students drive long distances or come to class from full-time employment. The supervisor will determine whether or not to cancel a class and will post a sign on classroom door. Electronic communication to all students should be delivered as soon as the class is determined to be cancelled. The communication should be delivered by faculty member, supervisor, or other instructional services personnel.

Contacts: Vice President for Instruction and Student Services, Dean of Academics and Dean of Technical Education & Workforce Development

Approved Date: 7/31/2013

Policy History: 7/31/13, 7/1/16

Keywords: Class Meetings and Schedule

Related Form: NONE