

Policy Name: Class Cancellation by Professor
Classification: Academic
Issued by: Vice-President (Academic and Research)
Date of Issue: May 15, 1997 (approved by Senate)
Date of Revision: February 13, 2020 (approved by Senate)

Policy:

Courses at St. Thomas University are scheduled to provide students with approximately 150 minutes of instruction per week. Instruction 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 full instructional time, 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.

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 & Research)'s executive assistant, who will attempt to notify the students by posting the class cancellation on the University's website. The instructor will also notify the Department Chair and make a reasonable attempt to notify the students.

If instructors may reasonably foresee their absence from a scheduled class, the prior approval of the appropriate Dean 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 class cancellations for a particular course exceeds 5 hours in one semester, the appropriate Dean will meet with the instructor to review the situation and plan alternative and/or make-up instructional activities for the students.

Please see the *Policy on University Closure Due to Weather and Other Adverse Conditions* for **class cancellations due to inclement weather**. <https://www.stu.ca/media/stu/site-content/documents/policies-and-reports/StormClosurePolicy-January2017-.pdf>