



<b>Policy Number:</b>	24
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Approved By:	President, VP of Operations
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## **Instructor Class Cancellation Policy**

### **Purpose**

To provide clarification to the process of class cancelation for instructors.

### **Scope**

This policy applies to all instructional faculty.

### **Policy**

1. Faculty and students must individually evaluate their circumstances if it is safe to attempt to attend College in the case of an adverse weather event. If events like extreme weather, illness, or unforeseen circumstances prevent you from being able to safely attend College and miss class please take the following steps:
  - a. Contact students;
  - b. Contact the school administration.
2. If class time is missed it is the faculty members responsibility to:
  - a. Provide make-up material;
  - b. Schedule make-up instructional time or create other alternatives like extra assignments;
  - c. Provide document to administration outlining steps taken in making up loss instructional time.
3. Please notify ACATCM as soon as possible if you miss class so a substitute may be scheduled;
4. Submit written documentation of the explanation of cancellation to the Dean of Students for record-keeping.