

Policy on Class Cancellation

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose & Summary

This policy, entitled “*Policy on Class Cancellation*”, has been created to set out the process related to class cancellations for Courses actively in session at the College.

It is the policy of the College to formalize the process as outlined below. Definitions of terms used in this policy can be found in the *Policy Glossary*.

Scope

This policy applies to all students enrolled at the College, alumni of the College, all individuals employed by the College, and any other individuals acting as representatives, or hold a titular position, of the College.

Policy

1. CLASS CANCELLATION LIABILITY

- 1.1. The College accepts no liability for the cancellation of any class of instruction which may be made necessary as a result of an act of God, fire, riot, Inclement Weather, the operation of law, or other causes of a similar kind.

2. CLASS CANCELLATION BY A FACULTY MEMBER

- 2.1. Should a Faculty Member be unable to attend due to extenuating circumstances, classes must be rescheduled to make up for lost time.
- 2.2. Class rescheduling must be done at the discretion of the Faculty Member after consulting with the class.
- 2.3. In the event that a class is cancelled, every effort must be made to contact the students by email, using the Ashton College email service.

3. CAMPUS CLOSURE FOR IN-CLASS COURSE DELIVERY

- 3.1. The Campus Director has authority to close a College campus.
- 3.2. A College campus must close when normal operation would pose a significant danger to Students and Faculty Members. The safety of Students and Faculty Members is paramount in any emergency.
- 3.3. In making a decision to close a College campus as a result of Inclement Weather, the impact that other closures in the region have for Students and Faculty Members must be recognized. Decisions must be based on a variety of information such as:
 - ❖ Weather reports from Environment Canada;
 - ❖ Accessibility to a College campus;
 - ❖ Reports of road and highway conditions for the area;

❖ Status of public transportation.

- 3.4. If an emergency event occurs, the Campus Director, or, in the absence of the Campus Director, the Vice President may determine that a campus of the College must close part way through the business day. When this occurs, Students and Faculty Members are encouraged to vacate the campus immediately so that the conditions do not further deteriorate and affect their ability to safely travel home.

4. CAMPUS CLOSURE NOTIFICATION

- 4.1. Student Services must make every effort to notify Students and Faculty Members by email of the closure. The closing of the relevant campus must also be announced on local radio stations, television stations, on the College website, and social media platforms.
- 4.2. When Student Services are unable to notify Students and Faculty Members of the closure, Students and Faculty Members are asked to make their best assessment of the safety and practicality of the situation.
- 4.3. In the absence of a communicated decision to close, a College campus must remain open and all activities must continue as planned

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1036 – Class Cancellation Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative oriented policies under the Student Policies category.