

Policy on Class Cancellation

CATEGORY: Student – Administrative

ISSUE DATE: July 27, 2018

LAST REVISION DATE: May 04, 2021

REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Class Cancellation* outlines the processes for class cancellations for Courses actively in session, and Campus closure.

Definitions of the terms in this policy are available in the *Policy Glossary*.

Scope

This policy applies to all enrolled students, all individuals employed by the College, alumni, and any other individuals acting as representatives or holding 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 resulting from an act of God, fire, riot, inclement weather, the operation of law, or other causes of similar kind.

2. CLASS CANCELLATION BY A FACULTY MEMBER

- 2.1. If a Faculty Member is unable to instruct a class due to extenuating circumstances, the class will be cancelled and rescheduled.
- 2.2. The Faculty Member must consult with the respective students before rescheduling the class.
- 2.3. The College will make every effort to notify students of the class cancellation through the Ashton College email service and social media platforms.

3. CAMPUS CLOSURE FOR IN-CLASS COURSE DELIVERY

- 3.1. The safety of students and Faculty Members is paramount in any emergency; therefore, a College campus must close when its normal operation poses a significant danger to students and Faculty Members.
- 3.2. The College has the authority to close its campus.
- 3.3. If an emergency event occurs, the College may close its campus at any time within a business day. If 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.

- 3.4. When making a decision to close the campus as a result of inclement weather, the College will consider the impact that other closures in the region may have for students and Faculty Members. The College will consider multiple information sources, such as:
- ❖ Weather reports from Environment Canada;
 - ❖ Accessibility to the College campus;
 - ❖ Reports of road and highway conditions for the area;
 - ❖ Status of public transportation, and so forth.

4. CAMPUS CLOSURE NOTIFICATION

- 4.1. Student Services must make every effort to notify students and Faculty Members by email of the closure. Student Services will also announce the closure of the campus 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 must act according to their best assessment of the safety and practicality of the situation.
- 4.3. In the absence of an announced closure, a College campus will remain open with all activities continuing 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.