



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number: SCP-3551
Origination: January 1, 1985
Effective: January 1985
Reviewed: January 5, 2007

SUBJECT: Meeting Scheduled Classes

REFERENCE: SCP-1435, *Inclement Weather and Emergency Situation Policy*

1. PURPOSE

To establish institutional policy on meeting scheduled classes.

2. SCOPE AND APPLICABILITY

This policy applies to all classes scheduled through Southern West Virginia Community and Technical College.

3. DEFINITIONS

None.

4. POLICY

Faculty, lab managers, and adjunct faculty must meet all scheduled classes. Unless approved by the supervisor, no permanent change in class location, meeting time, or meeting duration is authorized. The Division Chair or Site Coordinator (if applicable) must be notified of instances where classes will be meeting at times or locations other than those assigned.

5. BACKGROUND OR EXCLUSIONS

This policy does not refer to situations requiring closing of an entire campus; please refer to SCP-1435, *Inclement Weather and Emergency Situation Policy*, for this situation.

6. GENERAL PROVISIONS

Lack of students is never to be considered a reason for canceling class. Those few students attending may have come a great distance under poor conditions to attend the class session and they deserve the education they seek. The instructor must make every effort to conduct a meaningful academic session regardless of the number of students attending.

7. RESPONSIBILITIES AND PROCEDURES

A. Responsibilities for Class Cancellation/Early Dismissal

1. The first-line responsibility for canceling classes lies with the Division Chairperson/Site Coordinator. If the Division Chairperson/Site Coordinator is not available after being contacted via the secretary,

the Vice President for Academic Affairs will be contacted. Division Chairperson/Site Coordinator will notify the appropriate individuals of any class cancellations.

2. Under no circumstances are individual instructors authorized to cancel any class session. If instances arise which require cancellation of a class session, the options of substitute instruction or make-up sessions should be explored if time allows. If an instructor is not going to meet the class, for any reason, it is the responsibility of the instructor to:
 - a. Obtain the permission of the Division Chairperson/Campus Coordinator/ or the permission of the Vice President for Academic Affairs if unable to contact the appropriate individual via the secretary.
 - b. If permission to cancel the class is granted, the supervisor or designee will make a good faith effort to notify each student in advance of the class session that class will not be held.
 - c. Complete a faculty absence form and send it to the appropriate Division Chairperson.
3. Early dismissal or shortening of class sessions for other than emergency reasons should be an extremely rare occurrence. The respective Division Chairperson/Campus Coordinator should be contacted as soon as possible should such an emergency occur.
4. It is the responsibility of the Chairperson/Site Coordinator to:
 - a. Review the request and grant or deny permission.
 - b. If granted, assure that the division secretary or designee contacts each student.
 - c. Notify the Vice President for Academic Affairs in writing, that a class will not be held.
 - d. Assure that someone meets the class at the proper time to communicate the cancellation to those students not reached earlier.
5. All employees who plan to attend meetings, conferences, and/or workshops requiring changes in their normal teaching schedule must receive approval in advance from their supervisor.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three-year cycle by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-3551 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments:

- Distribution:** Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
www.southern.wvnet.edu

Revision Notes: January 2007 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect current practice.