

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.2.3

Title: Individual Course Session Cancellation	
Originated by: Vice President of Instructional Services	
Originated Approver: President/BOD	Originated Date: 8/31/2011
Revised by: Vice President Student Success/CAO/CSSO	Revised Date: 10/27/2020
Reviewed on: 7/2011; 10/2020	

Policy Statement: In instances where a faculty member is unable to provide instruction on a scheduled class day due to illness, emergency, or other extenuating circumstances, that particular course(s) may be cancelled for the day.

Rationale: For successful student learning to occur, instruction needs to be consistently scheduled and conducted; however, due to extenuating circumstances the ability to cancel a course session for the day may be necessary.

In instances of inclement weather resulting in closing of the cancellation and cancellation of on campus courses Policy 8.3.1 Inclement Weather will be enacted.

Procedure for cancellation of class:

1. The instructor is to notify the department director, Dean, and/or Vice President of Student Success (VPSS) prior to an instructor's intention to cancel class(es) for the day. Prior approval from appropriate administration is required prior to notification to students.
2. If it has been determined that cancellation of the course is necessary, the instructor is required to complete the online form at <https://manhattantech.edu/class-cancellation-form> to post the cancellation on the website resulting in official notification of the course cancellation to students and the college community.
3. Instructors are responsible to notify the students via manhattantech.edu e-mail and through the Learning Management System (LMS) that the class has been cancelled. If the instructor is unable to do so, notification will be completed by the Administrative Assistant to the VPSS.
4. Since the utilization of the LMS is required for all courses, every attempt will be made by the instructor to continue instruction either by way of an assignment, discussion, or activity of completion by the student through the LMS in lieu of an official class meeting.
5. A substitute instructor is not provided if the instructor is missing only one class.
6. If multiple class sessions are going to be missed by an instructor, the circumstances are to be discussed with the Dean and/or VPSS to establish a plan of action to ensure the continuation of instruction.
7. The proper leave form is to be completed by the instructor at their earliest convenience.