

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

Policy No. 4.2.3

Title: Class Session Cancellation	
Originated by: Vice President of Instructional Services	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on: July 25, 2011

Policy Statement: If an instructor is ill or cannot teach a class because of an emergency, the Vice President of Instructional Services (VPIS), Division Chair, or evening administrator should be notified as soon as possible before the class meets so arrangement can be made to notify students.

Rationale: For successful student learning to occur, instruction needs to be consistently scheduled and conducted.

1. Procedure for cancellation of class:

- a. The instructor is to notify the college by phone and talk with the Vice President of Instructional Services (VPIS), Division Chair, or the evening administrator during evening hours of operation. If the instructor cannot notify the proper individual he or she may leave a phone message or send an e-mail notification.
- b. If the instructor has the capability to do so, he or she may be told to notify the students via e-mail the class has been cancelled, otherwise the notification will be done by MATC staff.
- c. A substitute instructor is not provided if the instructor is missing only one class.
- d. If multiple class sessions are going to be missed by an instructor, the circumstances are to be discussed with the VPIS and a plan of action developed.
- e. The proper leave forms are to be completed by the instructor in a timely manner.
- f. Classes are to be cancelled only due to instructor illness or an emergency and the reason for cancellation reported.

2. During the winter season, the potential for severe weather conditions is a distinct possibility. In order to reduce confusion, the following procedures should be followed: (Note: See Policy 8.3.1 for full text of the Inclement Weather Policy)

- a. If severe weather conditions develop during the night, instructors and students alike should abide by the decision of the President or the VPIS, which is

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announced over Radio, television, MATC switchboard message, and RAVE text service.

- b. If severe weather conditions develop during the day, evening instructors and students should contact the MATC office at 587-2800 in the afternoon for a decision concerning that evening's classes.
- c. In the event the classes are cancelled and an instructor wishes to make-up that session, the instructor should inform the students a make-up class will be scheduled. Be sure to give the students at least one week's notice.