Class Cancellations

Because of our strong commitment to teaching, class cancellations are discouraged. If unexpected illness or a sudden emergency forces a cancellation, it is your responsibility to report the circumstances to the Dean and Director's office as early as possible. You are also expected to complete an Application for Leave form on the day you return to work (see "Absence from Duty"). If a cancellation becomes necessary for other reasons, you must complete an Application for Leave form (available in the Faculty Services area) well in advance for administrative approval. Approval will depend on what arrangements have been made to cover the class or provide an appropriate assignment. The form should be submitted to the Associate Dean.

This document is kept current by the office of the Dean & Director.
Revised prior to October 2017.