

INSTITUTIONAL POLICY: E-07

CATEGORY: Education

SUBJECT: Canceled Class Policy

EFFECTIVE DATE: June 3, 1996

LAST REVISION DATE: March 22, 2006

In the event that classes have to be canceled for any reason, the material scheduled for those times will be dealt with in the following manners:

1. Generally, lectures and Problem Based Learning (PBL) small group sessions will not be rescheduled. Faculty responsible for those hours will determine whether the material is to be dealt with by assigned reading of handout/text sections or voluntary question and answer sections based on the reading sections. For this provision to be viable, faculty will have to distribute handout materials sufficiently in advance so that the student will be able to use the canceled time to read/review the material that was scheduled for presentation during the canceled time. Under special circumstances, a lecture may be rescheduled with the approval of the Vice President for Academic Affairs and Dean.
2. Laboratories will be rescheduled if possible. Technique material that can only be learned in the hands-on-lab will be rescheduled. Students should use any canceled lab time to get ahead on other material so that they can compensate for rescheduled laboratory time.
3. Any change in the testing or grading of the material is at the discretion of the instructor.