



FACULTY CLASS CANCELLATION PROCEDURE

Policy Number: 6.1000
Subject Area: Instruction
Adopted: 12/07/2022
Revised: 12/07/2022

The procedures outlined below are required to be followed when classes are cancelled by faculty:

Faculty Teaching on the Main Campus

- All faculty are required to use the KC Class Cancellation Email account when cancelling classes. The email address is classcancellation@kaskaskia.edu. Within that email, faculty are required to leave the following information: name, class or classes to be cancelled (require section name and number) or all day and/or evening classes, time and day of classes, location/room number, and work assigned to be completed before the next regularly scheduled class session. During normal business hours 7:00am – 5:00pm, the Instructional Dean's Office will monitor the email account. After 5:00 pm, the Education Center evening staff will monitor the email account from 5:00pm – 7:00pm.
- The office monitoring the class cancellation email account will send a text message via KCAAlerts to students that have chosen to opt-in for the alert service and have selected their appropriate instructors.
- Additionally, a sign is placed on the classroom door indicating the class cancellation. For main campus class cancellations received after 5:00pm, the Education Center evening staff monitoring the class cancellation email account will notify main campus security to post notice outside the classroom door on main campus.
- An email is sent to the Class Cancellation Distribution List, maintained by the Instructional Services Coordinator, providing notification of class cancellation.
- Faculty are required to complete a Campus Closing/Class Cancellation/Mode of Delivery Change form documenting how content will be made up.
- Full-time faculty may be required to complete a Paid/Unpaid Leave Request/Report Form for cancelled classes pursuant to the Campus Closing/Class Cancellation/Mode of Delivery Change form instructions.
- The Dean's Office works with faculty to ensure these forms are processed in a timely manner after the class cancellation.
- Copies of the Paid/Unpaid Leave Request/Report Form are kept on file in the Human Resources office and the Dean's Office
- Copies of the Campus Closing/Class Cancellation/Mode of Delivery Change Form are filed with a copy of the Paid/Unpaid Leave Request/Report Form and stored in the Dean's Office.

Faculty Teaching at the Education Centers

- Faculty teaching at the Education Centers are required to contact the appropriate Education Center when cancelling classes. Upon receipt of the phone call from the faculty member, Education Center staff are asked to email the Class Cancellation Email account at classcancellation@kaskaskia.edu.
- The staff at the Education Centers will be required to email the Class Cancellation Email account and provide the following information: faculty's name, class or classes to be cancelled (require section name and number) or all day and/or evening classes, time and day of classes, location/room number, and work assigned to be completed before the next regularly scheduled class session.
- Faculty at the Education Centers are required to complete the Campus Closing/Class Cancellation/Mode of Delivery Change Form after a cancelled class and submit to the Education Center staff. The Education Center staff forwards these forms to the Dean's office on the main campus. This form documents the reason for the absence and how the class content will be made up. This is kept on file at the Education Center and in the Dean's Office.
- The Dean's Office works with faculty to ensure these forms are processed in a timely manner after the class cancellation.

Replaces Class Cancellation Procedure 3.16P

Approved August 18, 2011; December 7, 2022