Faculty Absences and Class Cancellations

The following policy on Faculty Absences and Class Cancellations Policy was approved by the Vice President for Academic Affairs and has been effective since August 2017.

Faculty members who are going to be absent from class for any reason must notify their Department Chair and the School office of their absence. If the absence is planned in advance, e.g., to attend a conference, faculty members should indicate how they plan to cover the scheduled material, whether by substitute instructor or alternative student work. Similarly, if the location of a class is changed, please notify the Chair and School Office in case of student inquiry.

If an absence is unplanned because of instructor illness or other emergency, such as weather conditions when the college has NOT cancelled classes, the faculty member should notify Department Chair and School Office. If a class must be cancelled in these circumstances, faculty should e-mail the class, as well as the appropriate school office personnel with any instructions for the class. (See instructions for each school below.) School office personnel will post cancellations and instructions on classroom doors and may also speak to the class personally. Please do not leave class cancellations on voicemail. Messages left on voicemail may cause the class to not be informed of the cancellation. Faculty members also should notify their department chair how they will cover the missed material at their earliest convenience.

In the event that weather conditions are challenging, but the College continues to hold classes, please be flexible with students who face travel difficulty. With local variations in weather conditions or sudden changes in weather, there may be commuter students from surrounding communities who are unable to travel to campus safely when conditions in the immediate College vicinity do not warrant cancelling all classes.