

North Hennepin Community College

Policy/Procedure Information

Number: 4.4.1

Name: Class Cancellation Procedure

Author: Policy Committee

Custodian: Policy Committee

Effective Date: August 22, 2016

Next Review Date: AY2021–2022

Regulatory Authority:

Part 1. Scope

This procedure defines the process followed at North Hennepin Community College and its satellite locations when it becomes necessary to cancel classes due to unforeseen unavailability of instructional faculty.

Part 2. Definitions

Subpart A. Cancellation of Classes

Cancellation of classes applies to unanticipated situations, such as illness, family emergencies, campus responsibilities, or other unforeseen events that prevent instructional faculty from holding classes as scheduled.

Cancellation does not apply to situations that have been worked into course syllabi prior to the start of the semester, such as professional conferences, known committee obligations, time assigned to students to work individually on course assignments, or other arrangements that maintain the integrity of the Carnegie Unit of Instruction.

Subpart B. Carnegie Unit

The Carnegie Unit is defined as three hours of course work per week per course credit. In general, one hour occurs within the classroom or online setting and two hours occur outside of the classroom setting. A one-credit course should have fifteen instructional hours and thirty hours of assignments during a semester.

Subpart C. Face-to-Face

Courses in which all of the instruction takes place in a physical classroom. Face-to-face courses are designed to meet the Carnegie Unit standard.

Subpart D. Blended/Hybrid

Courses in which part of the instruction takes place in a physical classroom and part of the instruction takes place outside of the classroom, such as within the online environment. Blended/Hybrid courses are taught to the same Carnegie Unit standards as face-to-face courses.

Subpart E. Online

Courses in which all of the instruction takes place in a virtual environment accessed through the internet. Online courses are taught to the same Carnegie Unit standards as face-to-face courses.

Part 3. Procedures for Class Cancellation

Faculty are responsible for notifying students, their supervisor, and their area administrative assistant of class cancellations in a timely fashion. Notification will include the duration of the cancellation and any other information deemed relevant by the faculty. Faculty who have internet access will use the Classroom Management application on SharePoint to notify students of the cancellation,

Faculty are responsible for completing the necessary applications for the appropriate leave (sick time or personal leave) as soon as possible, and at a minimum before the end of the pay period.

Part 4. Alteration of Delivery Method for Blended/Hybrid Courses

In the case of courses designated as blended/hybrid, faculty may alter the delivery method in lieu of canceling the class. This situation requires notification to the appropriate academic dean. Students will be required to complete activities to preserve the integrity of the Carnegie Unit.

As soon as faculty are aware of a situation that requires canceling a class, faculty will use the Classroom Management application on SharePoint to notify students of the alteration to the class delivery method. Faculty will consult with their supervisor to request reassignment from the scheduled classroom delivery to the alternate delivery method.

In the case when delivery method is altered and the integrity of the Carnegie Unit is maintained, faculty will not be required to take sick or personal leave.

Part 5. Rescheduling Face-to-Face Courses

Faculty who must cancel a face-to-face class may reschedule the class to maintain the integrity of the Carnegie Unit. Faculty will work with the students enrolled in the course to determine an appropriate make-up session for the canceled class. At the discretion of the appropriate academic dean, faculty may reschedule classes in lieu of taking sick or personal leave.

Review Action	Date(s)
Campus Community Review Period	March 14-25, 2016
Shared Governance Council Review	May 4, 2016
Labor/Management Meetings Review	April 11-16, 2018
Student Senate Review	April 14, 2016
President Approval	May 9, 2016
Campus Community Dissemination	May 17, 2016

History

- Date of Adoption
 - Adopted revisions August 22, 2016.