Class Cancellation Guideline

Guideline Author
Academic Affairs Administrators

Responsible Division
Academic Affairs

Effective Date of Policy
November 1, 2022

Purpose

Establish guidelines and procedures around the cancellation of classes

Scope of this Policy

All Faculty and Instructors at Red Rocks Community College

Narrative

In the event that a faculty member or instructor needs to cancel a class, they must seek approval from their direct supervisor (Academic Dean or Department Chair). Approval should be given before the class is cancelled.

Substitute Approval Forms and FLAC Pay Reduction Forms shall be completed to ensure proper payment, if applicable. Sick leave request should be completed as soon as reasonably possible.

Protocol

1. Faculty member or instructor must seek approval from their direct supervisor (Academic Dean or Department Chair) before the class is cancelled or there is a change in class modality.
2. To cancel a class, a faculty member or instructor should utilize their direct supervisor's preferred means of being contacted to connect with their direct supervisor prior to initiating the cancellation process.

3. If time allows, faculty member or instructor should work with the department chair to find another faculty member or part time instructor to cover the course.
4. If unable to find a faculty member or instructor to cover the course, faculty member or instructor will make an D2L announcement of the course cancellation or change in modality.
5. Deans or Chair will advise instructional support staff of class cancellation or change of modality and will work with staff to post appropriate signage if necessary.
6. Faculty member or instructor shall fill out the sick leave request as soon as reasonably possible.
7. If a substitute is utilized, the faculty or chair shall fill out the Substitute Approval Form and the FLAC Pay Reduction Form, if applicable. Both forms are found on the faculty or instructor page of The Rock (Portal).