



CLASS CANCELLATION PROCEDURE

To better serve students, please use the following procedures:

The instructor notifies Academic Affairs by calling **(507-433-0514)**.
***Notification should be made before 7:30 a.m. for a day class
and by 1:00 p.m. for an evening class.***

This is a voicemail box that is checked daily. An Academic Affairs staff member will notify the appropriate persons at each building to post notification of the cancelled class. Cancellations will also be posted on the Riverland website. *(Please do not notify campus receptionists.)*

It is the instructor's responsibility to provide information about day, time, location, and if appropriate, the contact person for the class/classes being cancelled.

Faculty members are encouraged to use "calling trees" or D2L to minimize inconvenience for the students.

Faculty members are responsible for submitting leave requests for approval by their respective dean. The college is not responsible for approving paid leave if instructors do not use the notification procedure.

Weekend Classes: Faculty should contact their respective dean for proper posting.