Class Cancellation – Faculty Procedure  
Riverland Policy #4.4F

PURPOSE:
Faculty will use the following procedure when they are not able to hold class as scheduled due to an illness or unforeseen emergency.

APPLICABILITY:
All faculty should plan in advance if possible for absences and notify students and their Dean as far in advance as possible. It is the instructor’s responsibility to provide information about the day, time, location, and if appropriate, the contact person for the class/classes being cancelled.

SCOPE: Faculty

DEFINITIONS: None

DOES THIS POLICY HAVE A PROCEDURE? Yes

Call-in Procedure for Last-Minute Cancellations

1. Faculty will notify Academic Affairs by calling 507-433-0514, specifying if they need the Dean to assist. This is a voicemail box that is checked daily M-F. An Academic Affairs staff member will notify the appropriate person to post notification of the cancelled class on the Riverland website.
   - For Daytime Classes call before 7:30 as this voicemail box is checked only at that time.
   - For Evening Classes call before 1:00 as the voicemail is checked again only at that time.
   - For weekend classes, leave a message and contact your Dean directly if additional guidance is needed.
   - Class cancellations due to illness will be posted on the college website only.
   - Notices will be posted on classroom doors only upon specific requests of the instructor.

2. If able, faculty will post an announcement on Brightspace to guide students in terms of adjustments of the class schedule, due dates, assignments or other changes due to the absence. Other student calling trees or group text messages may also be utilized, in addition to Brightspace and email. Note: the Dean or Assistant will assist with this if the faculty is too ill.

3. Faculty members will submit a leave request in their e-timesheet for approval by their academic dean.

Exception: During a pandemic, faculty may move an in-person class temporarily online for one or two days while determining if a possible illness or exposure warrants quarantine or further course adjustment. If doing so they should:
   1. Use the Call-in Procedure stating the class is being moved to either online or Zoom.
2. Notify their students using Brightspace that the class has been moved to an alternative delivery method and the student’s responsibilities related to class.
3. Contact your Academic Dean to let them know.

FORMS: N/A

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Responsible Division / Author: Human Resources/Academic Affairs (VPASA)
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