

STUDENT CONTACT INFORMATION & CLASS CANCELLATION

ARTICLE NUMBER: 428

LAST APPROVED: May 6, 2019

REFERENCE:

PURPOSE

All faculty should have contact information for all their students at the beginning of each term. In the event that a class meeting must be cancelled or modified in some way that will affect the students in that class, it is the faculty's obligation to contact their students as soon as possible to advise them of those changes. In addition, the Office of Instruction is to be notified when class meetings are to be cancelled, relocated, or re-scheduled.