

INDIVIDUAL CLASS SESSION CANCELLATION PROTOCOL

Every effort is made by faculty to convene classes during an academic term as scheduled in the course syllabus. However, on occasion circumstances arise that result in a need to cancel a specific session of the class. These circumstances may include, but are not limited to, personal or family emergency, illness or weather conditions.

Individual Class Session Cancellations During an Academic Term.

If there is a situation that requires a specific class session to be cancelled, the following steps are recommended:

- As soon as it is apparent the session will not meet, the faculty member notifies enrolled students through Blackboard or University of Detroit Mercy (UDM) email accounts of the session cancellation. Faculty should provide the specific date and time of the session.
- The faculty member notifies the college/school Dean's Office. Colleges and schools can determine if an associate dean or other personnel should be notified as well. Dean's Offices should make it clear who should be notified within the specific college/school and provide preferred notification method: email, telephone message or both.
- The Dean's Office or other designee posts a notice on the classroom/lab door in a prominent spot with specifics that include the course name, faculty name and time. In addition, if the class is scheduled in another location on campus, the Dean's office or other designee will notify personnel in that building so that a message can be posted in the scheduled location.

All course syllabi should include language that indicates that important messages, such as class cancellations, will be posted through Blackboard and/or UDM email addresses.

- Faculty will notify students at the next class session as to how loss of contact hours and content in that class session will be made up.

REV: 3.16.14

Approved with modifications by Graduate Standards and Retention Committee 11/21/14

Approved by Undergraduate Standards Committee 1/6/2015

Approved by MFA 1/15/2015

Approved by ALT 2/5/15