

Class Cancellation Policy

College of Pharmacy

PURPOSE: Occasionally it is necessary for faculty to cancel a scheduled class due to illness or other reasons. This policy outlines the steps that should be taken in the event that a faculty member needs to cancel a scheduled class in the undergraduate, professional, or graduate program. This policy does not apply to those instances in which students have already been informed that the class will not meet during a regularly scheduled time through the course syllabus.

PROCEDURE: All students should be informed of the cancellation of the class via email notification through the course management system. When notification is sent out less than 24 hours in advance of the scheduled class, a notice should also be posted in the scheduled classroom. In addition, the Senior Associate Dean, Department Head, and Course Coordinator should also be notified of all class cancellations. The notification to the Senior Associate Dean, Department Head, and Course Coordinator must include the reason for cancellation and any plans to make up the material that would have otherwise been covered in the class.