

AC509: Class Cancellation

Policy Title:	Class Cancellation
Policy Number:	AC509
Owner:	Sr. Vice President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2026
Reference:	
See also:	CR1203 Inclement Weather Policy

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Approved Faculty Absence: Faculty absences for scheduled professional development or other approved commitments, with advance approval from the Associate Dean.

Emergency Faculty Absence: Unavoidable absences such as illness or urgent leave, governed by applicable collective agreements and College policies.

Facility/Equipment Issue: Unforeseen issues preventing delivery of a scheduled in-person class (e.g., power outage, equipment malfunction, local campus disruption).

Incidental Class Cancellation: A cancellation arising from planned or unplanned faculty absence requiring Associate Dean/Dean oversight and student notification.

Online (Synchronous) Learning: Delivery of learning takes place online and in real time (i.e., synchronously), using the college video conferencing application - Microsoft Teams. In an Online (Synchronous) course, all learners must attend the virtual sessions that are outlined within the delivery schedule.

Online (Asynchronous) Learning: Delivery of learning takes place online and asynchronously so that learners can complete the required learning activities on their own time. The faculty will outline the learner expectations by identifying specific milestones, deadlines, and learning activities within each asynchronous lesson. In an Online (asynchronous) course, learners will not be required to meet synchronously as a cohort.

Purpose:

This policy ensures clear and consistent processes when scheduled in-person classes must be modified, moved to an alternate delivery format, or cancelled because of planned or unplanned events. The goal is to minimize disruption, communicate promptly, and ensure students still have reasonable opportunities to achieve course learning outcomes.

Scope:

- All credit-bearing courses across all SLC credentials.
- Excludes labour disruptions and approved program activities (e.g., field trips).
- College-wide emergency incidents are governed under separate emergency or weather-related policies (e.g., CR1203 Inclement Weather Policy).

POLICY STATEMENTS***Learning Outcomes***

SLC will prioritize the achievement of course learning outcomes whenever a class is cancelled or shifted to alternate delivery.

Alternate Delivery

- Faculty will use the Learning Management System to communicate whether the class is pivoting to synchronous online learning (and will provide the meeting link) or if students are to use the posted learning materials and resources to learn the class content asynchronously. Students should check the LMS frequently for class-specific direction from their professor.

Approval & Notification

- Scheduled Class Activities may be cancelled only with approval from the Associate Dean/Dean.
- Students will be notified as soon as reasonably possible using the LMS as the primary communication tool.

Instructor Responsibilities

- Notify Academic Operations staff and Associate Dean immediately if unable to attend class.
- Post cancellation notice and instructions for alternate learning on the LMS.
- Provide contingency plans for extended absences in consultation with the Associate Dean.
- Advise the Test Centre if the class cancellation impacts any assessments that are scheduled to be administered in the Test Centre

Weather - or Safety-Related Closures

- Where possible, notices of daytime cancellations due to weather will be posted by 6:30 a.m.
- Where possible, notices affecting evening classes will be posted by 3:00 p.m.
- Communications will be sent to students and employees via official channels (email, website, social media).
- If closures occur mid-day, Deans and Associate Deans will ensure on-campus students and faculty are notified promptly and safely dismissed.

Placement and Clinical Activity Expectations

- Students assigned to placements must follow the schedule of the external placement site unless otherwise instructed.
- If the placement site is closed or operations are suspended, students must notify their Placement Representative for guidance.
- Placement Representatives must consult their Associate Dean before cancelling clinical or placement sessions.

Employee Responsibilities During Operational Disruptions

- Class cancellations do not automatically cancel employee obligations; employees must remain at or report to work unless released or approved by their manager.
- Employees experiencing unsafe travel conditions must contact their manager to arrange appropriate options (e.g., remote work, time in lieu, vacation), with documentation retained as required.

Student Responsibilities

- Students unable to attend or are expected to be late to class because of unsafe travel conditions and/or disruptions will not be penalized. However, students must inform their professor in advance and as soon as they are aware of the unsafe travel conditions and/or disruption.
- Students must check the LMS for guidance and complete any posted alternate learning activities by the stated deadlines.

MONITORING

The Senior Vice President, Academic & Student Success, and the Deans/Associate Deans are responsible for interpreting and enforcing this policy, ensuring timely and consistent communication across Schools, and maintaining contingency plans to protect academic quality.

POLICY REVISION DATE

September 2031

SPECIFIC LINKS

CR1203 Inclement Weather Policy

APPENDIX A AND ATTACHMENTS