

AC509: Class Cancellation Policy

Policy Title:	Class Cancellation Policy
Policy Number:	AC509
Owner:	Senior Vice President - Academic
Approved by:	College Executive Team
Effective Date:	September 2021
Reference:	
Links to Other Policy:	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 – Planned faculty participation in professional development or other occasional off-campus activities, provided that these have the prior approval of the Associate Dean which is to be obtained well in advance of the absence.

Emergency Absence of Faculty – Faculty access to sick leave or other leaves for unavoidable absences as determined under the collective agreement or college policy.

Facility/Equipment Issue – Emergency situations affecting scheduled classrooms (e.g. facilities or equipment problems) or the College/campus as a whole (e.g. severe weather, power outage, etc.)

Purpose:

From time to time, in-person classes may need to shift to alternate delivery or be cancelled due to reasons such as inclement weather, approved faculty absences, emergency absence of faculty or facility/equipment issues. This policy provides guidance in decision making and communication in such instances. This policy does not apply in the case of labour disruption. It also does not apply to approved program activities like class field trips.

Scope:

This policy applies to all credit course offerings within all SLC credentials.

POLICY STATEMENTS

In all cases, the achievement of the course learning outcomes will be prioritized when in-person classes are cancelled. Students can expect that on-campus classes will switch to alternate delivery and students should check the LMS for specific details communicated by the faculty for each in-person class that has been cancelled.

Faculty will utilize the College learning management system (LMS) to post learning materials and provide alternative learning experiences for the missed in-person class.

This policy is not intended to circumvent any provision within the academic collective agreement e.g. regarding faculty leaves for sickness, bereavement, etc. or regarding workload management.

MONITORING

It is the responsibility of the Senior Vice President, Academic and the Associate Deans/Deans to ensure adherence to the policy and to interpret the policy.

POLICY REVISION DATE

September 2026

SPECIFIC LINKS

Inclement Weather Policy

APPENDIX A AND ATTACHMENTS

Procedures:

1. If a faculty member is going to miss a class for one of the aforementioned reasons, they must notify their School/Academic Operations staff as soon as possible by phone or email. Office staff will post a notice on the classroom door and advise the Associate/Campus Dean. The faculty should also post a message to students of the cancelled class using email and/or Blackboard LMS. If there is to be an extended absence, the Associate/Campus Dean will ensure that a contingency plan is in place for students to meet the course learning outcomes.

2. In the event of inclement weather, when possible, notification of daytime in-person classes and service interruptions will be posted by 6:30am. Cancellation of evening in-person class and/or service interruptions (including activities on campus) will be posted by 3:00pm and include a statement as to what time the cancellation comes into effect. During in-class cancellations/service interruptions, college facilities will remain open unless it is deemed unsafe to be in the building. Email will be sent to all students and staff via college email accounts. Notifications will be posted on the SLC homepage www.stlawrencecollege.ca. Local media will be notified by College officials. Notifications will be posted on the official College social media feeds.
3. If inclement weather causes the cancellation of in-person classes during the workday/evening when people are already on campus and in classes or labs, the Associate Deans and Deans will ensure students and faculty on campus are made of aware of the decision to cancel in-person classes and campus activities and will circulate throughout the building to ensure awareness and dismiss classes. Class cancellations do not affect employee obligations and all staff are expected to report to, or remain at work, unless absence is approved or directed by their Manager. Administration will ensure no student, faculty/staff is stranded on campus without means of transportation. Managers will remain on site until released by the incident management team or person in charge of the campus/department.
4. Weather conditions can vary significantly across regions and in-person class cancellation in one location does not necessitate the cancellation of activities in another region that may not be affected. Please note the following:
 - Faculty, staff and students having responsibilities in work sites managed by other agencies and/or businesses should meet the responsibilities of the job/placement, if possible.
 - If the Placement Agency is closed or services are cancelled, students should contact their College Placement Representative to notify them and receive instruction on any required make-up time or supplemental assignments.
 - College Placement Representative's must consult the Associate Dean or Dean before cancelling clinical/placement sessions.
 - Students are still covered by insurance if they participate in a placement/clinical shift even if in-person classes are cancelled on campus.
 - Students and employees must take due care and precautions to plan ahead for safe travelling, such as equip vehicles for winter travel, plan extra travel time and monitor weather/road conditions.

5. If classes are running but because of conditions at their residential location an employee feels they would face undue hardship to travel to the college, employees must communicate with their immediate manager by phone or email as soon as possible. The same applies to employees who would like to leave their college location while it is still operating. Employees may be released on an individual basis, with approval by their manager. In these circumstances, the employee and immediate manager will discuss the requirement to make up time away from work, including a number of options, depending on the nature of their work, such as:
 - Ability/appropriateness to work from home
 - Ability to use overtime or time in lieu
 - Ability to book a vacation day or day without pay
 - Make up the missed time within a specified period of time

The manager must be consulted before an option is chosen as the manager has the final approval on the option to be used. The option and arrangements must be documented with a copy to the employee, manager and Human Resources.

6. If classes are running and a student indicates they cannot come to class because of conditions at their residential location, safety must come first and no student should be penalized for missing class. Students must notify the professor as soon as possible.
7. Dual Credit Classes – If a faculty member will be absent from a dual credit class, they must contact the Secondary School Liaison and the Manager, Dual Credit Operations giving as much notice as possible (preferably a minimum of 2 hours prior to the start of class).