

ELIZABETH CITY STATE UNIVERSITY
Class Cancellation and Make-Up Policy

Preamble

This policy shall govern the manner in which classes canceled by faculty members will be made up during an academic semester at Elizabeth City State University (ECSU). With the exception of official university closings, it is expected that all faculty members will satisfy their contractual obligations by meeting every assigned class for the entire scheduled length of time. This policy is intended to address situations where classes may be canceled by a faculty member for legitimate reasons beyond the faculty member's control.

1. Class Cancellations by Faculty

Faculty members who cancel a class must take the following steps:

A. Notice to Administrative Offices

Faculty members must immediately notify their departmental office and dean's office of class cancellations. If contact cannot be made with persons in either a departmental office or the dean's office, faculty members must immediately notify the office of the Provost and Vice Chancellor for Academic Affairs.

i. *Administrative Personnel*

Administrative Personnel, who receive notice from a faculty member of a class cancellation, must promptly post notices of the class cancellation on the classroom door within plain sight.

B. Arrange for a Substitute

If possible, to avoid class cancellations faculty members should arrange for a qualified substitute instructor and provide any materials required for class presentations. The arrangement of substitutes is to be handled solely by instructional staff.

C. Notify Students

To the extent possible, faculty members are to notify students of class cancellation via e-mail.

2. Class Make-up Sessions

Due to the different nature of courses, faculty members in consultation with department chairs shall determine the best option for making up any cancelled classes.

A. Options

Options for making up cancelled classes include but are not limited to:

i. A special class session;

- ii. Assignment of additional academic work (i.e. online assignments);
- iii. Additional work outside of class;
- iv. Lengthened class periods, if there are no conflicts;
- v. Making up hours during the final examination week.

B. Week-end Evening Classes/Off-Site Locations

Faculty members teaching week-end and evening classes and/or at off-site locations must consult the office of the Provost and Vice Chancellor for Academic Affairs to determine the best option for making up cancelled classes.

3. Faculty Tardiness or Absence

Classes shall be cancelled fifteen (15) minutes after the scheduled starting time, if a faculty member is not present and has not notified students of a delayed arrival time.

4. Excessive Class Cancellations

With the exception of official university closings, if the number of cancelled classes for a particular course exceeds six (6) instructional hours in a semester, the departmental chair shall meet with the faculty member of the course to review the justifications for the class cancellations and to determine a make-up plan.