

## CLASS CANCELLATION POLICY AND PROCEDURES [Generic]

*Yellow highlighted text identifies the most recent revisions to the regulations. If you require these revisions to be identified in an alternative format, please contact the Secretary to Academic Board.*

*A version of this policy should be maintained by each Professional Administrative Service and sections highlighted in turquoise below should contain appropriate information for staff.*

### Introduction

The cancellation of classes should always be a last resort, and where this happens, they should be rescheduled. In the event that a class needs to be cancelled the member of teaching staff should first consider if alternative arrangements can be put in place – for example whether the class can be delivered online, covered by a colleague, learning activities set for students, sessions swapped around, or similar. If no alternative arrangement is possible and the session needs to be rescheduled, this should be discussed with the designated line manager. If a class has to be postponed and rescheduled, teaching staff should follow the arrangements detailed in this Policy.

Student dissatisfaction can arise due to the cancellation of classes at short notice. There will always be occasions when classes must be cancelled but it is important to ensure that the University has in place effective arrangements for communicating with students in circumstances where classes are cancelled.

The following policy explains the mechanisms of ensuring that students are informed that a class has been cancelled, how they might expect to make up for any work missed, and what arrangements will be made for the delivery of the remainder of the module if this becomes necessary (for example in the case of medium/long term sickness of the member of staff concerned).

### Cancellation or Postponement of Classes

If it is necessary to cancel a class due to illness, or any other unforeseen situation, it is important that members of staff notify the University as early as possible so that students can be promptly informed.

1. The member of staff should contact the appropriate Professional Administrative Service as early as possible and within one hour of the normal start time. Staff are reminded that in accordance with the University's Sickness Management Procedure, they must also inform their designated manager as soon as reasonably practical, usually within one hour of their normal start time, indicating the reason for absence and stating when they expect to return to work.

*[Insert contact details for the relevant Professional Administrative Service]*

The member of staff should provide the following details if a class needs to be cancelled:

- a) module code
- b) staff tutor name

- c) class meeting time that is to be cancelled and rescheduling information, if any.
2. If possible, the member of staff should place an announcement on Blackboard or alternative VLE.
3. This procedure should be followed even if students are informed during a class that a future session is due to be cancelled.
4. Staff in the **Professional Administrative Service** will:
  - a) email and text all students registered on the module and inform them of the cancellation of the class; the message sent will apologise and provide an explanation of the reason;
  - b) Display a notice on the appropriate classroom door **(if appropriate)**;
  - c) Notify the Timetabling Office so that the cancellation is updated on the live timetable displays.
5. A record of the classes cancelled will be maintained with the **Professional Administrative Service** and sent to **the** Heads of **School** on a **monthly** basis.

In the event that the illness or other unforeseen situation extends beyond one session the **School** will put in place contingency arrangements to cover subsequent classes.

### **Rescheduling Classes**

Module leaders should make arrangements to ensure that the material that was to be covered in the class is made available to the students subsequently, either at the next class, through an additional meeting, or electronically, via Blackboard or another means. In the event that a new session is to be run the module tutor should contact timetabling to secure a room. Please confirm your room reservation before announcing the rescheduling to students.

Teaching that falls on a bank holiday or a university closed day should be rescheduled, where appropriate.

### **Guidance for students**

Students must wait fifteen minutes after the planned start time for a module before leaving if a member of staff fails to arrive for the session. Students are asked to notify their **Professional Administrative Service** and Course Leader if a member of staff fails to arrive for the session.

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Author of the document: Kevin Pickess

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**Revision History**

<b>Committee</b>	<b>Date</b>	<b>Change</b>
Academic Board v1.3	6 July 2022	Minor update [AB21-69]
Academic Board v1.2	28 June 2017	Minor update [AB16-52]
Academic Board v1.1	9 July 2014	Minor update
Academic Board v1.0	7 July 2010	New Procedure Approved