

CVPA Policy on Canceling Classes

Classes meet in the times and places that have been scheduled by the Office of the Registrar, except for occasional alternative arrangements, such as one-on-one conferences, small group consultations, performances, rehearsals, or special arts activities that are part of the course requirements. In addition, instructors are expected to be available to students on campus throughout the entire semester.

If a faculty needs to cancel a class due to an emergency, the program director or chair must be notified promptly. A plan of action should be determined by both the director/chair and the faculty member. This plan may include a lesson plan submission, a substitute instructor (colleague) to teach the class, a lesson added to the Blackboard component of the course, or an additional assignment relevant to the lesson. Faculty who plan to miss more than one scheduled class need prior permission of the chair and should make alternative arrangements for the class that are approved by the program director or chair.

Please note that instructors cannot require additional course meetings beyond those officially scheduled by the Registrar.

George Mason University, Faculty Handbook (January 2009):

85B2.10.4 Faculty Absences from Class

Except for sudden illnesses and other emergencies, faculty members must arrange in advance for absences and notify their local unit administrator. Faculty members should arrange for qualified colleagues to assume their duties temporarily and/or leave appropriate assignments for their students. In emergencies they should make every effort to notify promptly class members and the local academic unit or program office as soon as practicable.