

DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: ACADEMIC AFFAIRS
Subject: Cancellation of a Scheduled Class Meeting
Effective Date: August 1, 2003
Number: ES 4035

- I. Scope
 - A. To outline steps for a faculty member to cancel a class if necessary.
- II. Institutional Regulations
 - A. Every effort should be made to avoid cancellation or interruptions of classes.
- III. Procedure
 - A. Cancellations with warning
 - 1. Faculty members shall submit requests to cancel a class to the supervising dean/campus executive dean, as far in advance as possible.
 - 2. If the dean/campus executive dean judges it necessary to cancel the class, permission will be given.
 - B. Cancellation without warning
 - 1. In case of sudden illness or other unforeseen circumstances, the faculty member should notify the supervising dean or designee immediately.
 - C. Interruptions: Procedures for emergencies, such as bomb alerts, school closings, sickness or accidents, and fire drills, appear in the Business Management and the Human Resources procedure manuals.



APPROVED: _____
Executive Dean, Student Services

Date: 8/22/03 _____



Senior Vice President, Academic Affairs

Date: 8/22/03 _____