SUFFOLK COUNTY COMMUNITY COLLEGE
MAKE UP OF LOST INSTRUCTIONAL TIME

Any class time missed will be made up/covered by one or a combination of the methods listed below. This form should be completed as soon as possible upon your return to classes. This process will be in effect anytime the College cancels classes due to inclement weather or other emergency. Please use a separate form for each class missed and submit the completed form to your Dean.

Course information: _____
(Course Prefix, Number, Name, Section)

Date(s) class missed: _____

Total amount of class time missed: Hours _____ Minutes _____

Class time will be made up by one or a combination of methods listed below (please check those that apply):

_____ Hold a make-up class or classes on a date and time which is acceptable to class members.

_____ Hold class electronically, using a web-based source such as Blackboard, only when all class members have access to the technology.

_____ Make up the missed instructional time within remaining class meeting time, by modifying and/or adding class assignments, papers, exams, quizzes, and/or activities.

_____ Other. Please describe: _____

_____

_____ _____
(Print Instructor's Name) (Date)

APPROVED By Department Chair

_____ _____
(Signature) (Date)

_____
(Print Name)

_____
(Department)