



CLASS MAKE-UP POLICY FOR COLLEGE CLOSINGS

A. STATEMENT OF POLICY

When the College cancels classes due to inclement weather or other emergency, faculty members should adhere to guidelines and procedures to ensure that missed instructional time is recouped, in compliance with applicable academic standards and best practices. This policy sets forth alternatives for making up missed instructional time, while acknowledging the importance of permitting faculty members maximum flexibility in determining the appropriate means of meeting this obligation.

B. OPTIONS FOR MAKING UP MISSED INSTRUCTIONAL TIME

1. When it is necessary to cancel classes due to weather or other emergency, faculty members have the following options for making up missed instructional time:
 - a. Hold a make-up class or classes on a date and time which is acceptable to class members.
 - b. Hold class electronically, using a web-based source such as Blackboard, only when all class members have access to the technology.
 - c. Make-up for the missed instructional time within remaining class meeting time by modifying and/or adding class assignments, papers, exams, quizzes, and/or activities.
 - d. Provide additional office hours to accommodate individual students.
 - e. Provide an alternative method, as approved by the appropriate Executive Dean.
2. Faculty members should seek the approval of their department chairs for their preferred option for making up classes no later than five (5) calendar days after the subject class cancellation.
3. The *Makeup of Lost Instructional Time* form, which is located in the Forms section on the College Portal, will be used to document the method used for

making up lost instructional time. The completed form will be attached to the official class roster.

C. SCHEDULING ON-CAMPUS MAKE-UP CLASSES

1. Faculty members who choose to hold make-up classes on campus should advise their department chairs of the preferred dates, times and locations for such classes.
2. Department chairs will be responsible for communicating with the College Associate Dean for Planning and College Master Scheduling to accommodate faculty members' room preferences for on-campus make-up classes.

D. COMMUNICATION TO STUDENTS

1. Faculty members will be responsible for clearly communicating with students the method by which missed instructional time will be made up. Such communications shall be made as soon as possible, but no later than five (5) days before the make-up period of instruction.
2. Communication to students shall be made by email to student email accounts, postings on department web pages and bulletin boards, announcements in class, and announcements on the College Portal.
3. Department Chairs should confirm with the appropriate Executive Dean that approved methods of making up lost instructional time have taken place for each class in the discipline requiring same.

Board of Trustees
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