

TO: ACADEMIC CHAIRS
FROM: Charles Singler
DATE: July 28, 2008
SUBJECT: Class Cancellations

Below is a procedure for informing students when a class is being cancelled for any one day.

Please inform the department's faculty and implement with the Fall 2008 term.

If there are questions, call Charles Singler (X 4628)

CLASS CANCELLATION

In the past, during any academic year, it has been deemed necessary on occasion to cancel a class on very short notice because of illness, transportation problems, snow, etc., and to notify the students by posting a note on the classroom door. However, the University has a responsibility to conduct all classes scheduled, and if possible, to make suitable arrangements for class work to continue. Canceling a class should be a last resort.

There are two concerns:

1) The chair, or designee, must be informed as soon as reasonably possible when an instructor cannot make his/her assigned class so that alternate plans (e.g., not cancelling the class) may be explored. The decision to cancel a class rests with the chair or dean.

2) If a class is cancelled, the students should be informed in a timely manner.

With the implementation of the Banner system, it is relatively easy to inform the students in individual classes quickly, as follows:

1) The Banner system carries an "on-time" list of students enrolled in each class. The Banner system also has a YSU email address for each student (xxxxx@student.ysu.edu).

2) If a class is cancelled for any day, the chair, or designee, can enter Banner and email a message to the students of any particular class by clicking on the "email class" email link on the class list.

Posting a notice on the classroom door should continue.

The course syllabus for every class should include the note "Notice that this class is being cancelled for any one day because of instructor illness, or other reasons, will be sent to the student address [<...@student.ysu.edu>](mailto:...@student.ysu.edu) as soon as possible".

University-wide closure or class cancellation is a decision made through the President's office, and officially announced via the YSU homepage and on WYSU-FM radio.

If there is an alternate method for informing students that is equally efficient and timely, this method could be used.