

North Hennepin Community College

Procedure Information

Number: 4.4.2

Name: Instructor Initiated Class Cancellation Procedure

Effective Date: May 28, 2024

Next Review Date: AY 2028-2029

Part 1. Scope.

This procedure defines the process followed at North Hennepin Community College and its satellite locations when it becomes necessary to cancel classes due to unforeseen unavailability of instructional faculty.

Subpart D. Blended/Hybrid.

Courses in which part of the instruction takes place in a physical classroom and part of the instruction takes place outside of the classroom, such as within the online environment. Blended/Hybrid courses are taught to the same Carnegie Unit standards as face-to-face courses.

Subpart E. Online.

Courses in which all the instruction takes place in a virtual environment accessed through the internet. Online courses are taught to the same Carnegie Unit standards as face-to-face courses.

Part 3. Procedures for Class Cancellation.

Faculty are responsible for notifying students, their supervisor, and their area administrative assistant of class cancellations in a timely fashion. Notification will include the duration of the cancellation and any other information deemed relevant by the faculty. Faculty who have internet access will use the Classroom Management application on SharePoint to notify students of the cancellation.

Faculty are responsible for completing the necessary applications for the appropriate leave (sick time or personal leave) as soon as possible, and at a minimum before the end of the pay period.

Part 4. Alteration of Delivery Method for Blended/Hybrid Courses.

In the case of courses designated as blended/hybrid, faculty may alter the delivery method instead of canceling the class. This situation requires notification to the appropriate academic dean prior to contacting students. Students will be required to complete activities to preserve the integrity of the Carnegie Unit.

As soon as faculty are aware of a situation that requires altering the delivery method of a class and after contacting the appropriate academic dean, faculty will use the Classroom Management application on SharePoint to notify students of the alteration to the class delivery method. Faculty will consult with their supervisor to request reassignment from the scheduled classroom delivery to the alternate delivery method.

