

## **WCTC Scheduled Class Cancellation and Make-up Policy/Procedure**

### **Statement of Need/Intent**

This policy/procedure is to help faculty and students prepare for class cancellations due to unexpected campus closures.

Occasionally, physical, on-site, face-to-face class meetings may be cancelled for a single day or longer due to unexpected campus closings caused by weather, power failures, facilities issues, etc.

### **Policy**

Faculty must ensure that missed course content is still delivered for any class meeting cancelled due to an unexpected campus closure. Faculty must also strive to make up the missed instructional time without causing students unfair or unreasonable disadvantages.

The Saturday at the end of each 8-week term and interim will be scheduled as a make-up date for campus closures. The Sunday of that week may be added as a make-up day by the President if more than one day is cancelled during a term/interim.

Off campus or specialty learning experiences not impacted by college closings (healthcare clinicals, EMS field experiences, internships, apprenticeships, etc.) should follow program-specific closure policies.

### **Procedures Once a Cancellation is Deemed Necessary**

Faculty will notify students as early as possible about make-up plans for cancelled classes using:

- In classroom announcements
- WCTS's learning management system
- WCTC email
- Phone calls

### **Options for making up instruction to campus closure:**

#### **College-Designated Make-Up Weekend**

Hold a make-up class on the college-designated Saturday at the end of at the end of each 8-week term and interim. Hold another make-up on that Sunday if approved by the President.

#### **Alternative Make-Up Date**

Hold a make-up class on any alternate date during the term/interim determined reasonable by the instructor.

#### **Longer Class Meetings**

Add time to remaining scheduled class meetings to make-up the missed time within the term/interim.

**Out-of-Class Work**

Create out of class work such as modifying and/or adding class assignments, papers, exams, quizzes, and/or activities.

**Electronic Class Meetings**

Hold class electronically using the college's learning management system or other college virtual meeting tools.

**Office Hours**

Use existing or additionally scheduled office hours to accommodate students.

**Open Labs**

Schedule or leverage available open lab times.

**Alternative Sections**

Allow students to attend other sections of the same course in which the missed material from the canceled class is covered/addressed.

**Adjusted Face-to-Face Delivery**

Adjust class schedules to better facilitate an alternative method of delivery or make-up (e.g., swap a lecture with lab class).

**Other Options**

Adjust the remaining lesson plans to accommodate the content missed during the canceled class within remaining scheduled class meetings.

Use other methods approved by the instructional manager.