

Policy on Class Cancellation

1.0 Objective and Scope

- 1.1 The Policy on Class Cancellation outlines the procedures for canceling classes that are currently in session and for handling campus closures. This policy likely provides guidelines for how such decisions are made, who is responsible for making them, and how students, faculty, and staff are notified in the event of a cancellation. This policy applies to all enrolled students, all individuals employed by the College of Technology Alberta, and any other individuals acting as representatives, or holding a titular position in the College.

2.0 Policy

2.1 Class Cancellation

2.1.1 Class cancellation due to unforeseen circumstances

- .1 The college takes no liability for the cancellation of classes due to various unforeseen circumstances such as acts of God (natural disasters), fire, riots, inclement weather, legal requirements, or similar causes.

2.1.2 Class cancellation by a faculty member

- .1 Cancellation and Rescheduling: If a faculty member cannot conduct a class due to unforeseen circumstances, the class will be canceled and rescheduled.
- .2 Consultation with Students: The faculty member is required to consult with the affected students before rescheduling the class.
- .3 Notification Process: The college is responsible for notifying students of the class cancellation through the College email and social media platforms.

2.1.3 Campus Closure

- 2.1.4 Emergency: If normal campus operations pose a significant danger to the safety of individuals on campus, it is crucial for the college to take appropriate action, which may include closing the campus. The College have the authority to make decisions regarding campus closure.

- 2.1.5 Emergency during business day: The College is to close its campus promptly in response to an emergency event within a business day. In such situations, students and faculty members are encouraged to leave the campus immediately to ensure their safety and prevent worsening conditions that could hinder their ability to travel home safely.

2.2 Notification

- 2.2.1 Email and announcements: Effective communication is essential during emergencies to ensure the safety and well-being of the campus community. Student Services is to promptly communicate the campus closure to students and faculty members via email. Additionally, the closure is to be announced on the College website and through its social media platforms.
- 2.2.2 Situations where College is unable to notify: In situations where Student Services are unable to notify students and faculty members of a campus closure, individuals are expected to use their best judgment regarding the safety and practicality of the situation. Students and faculty members are to assess the conditions themselves and make decisions accordingly, prioritizing their safety above all else. It is essential for everyone to stay informed, remain cautious, and take appropriate actions to ensure their well-being during emergencies or unexpected closures.