

General Education Department - Class Cancellation Guidelines

Please do not hesitate to contact me if you have questions about implementing this procedure. Thank you.

The department's class cancellation procedure is based on the following assumptions:

- Class time is valuable, and cancelling a class places an at-risk student at a disadvantage.
- Students pay our salary.
- Goodwin College faculty members are dedicated to student success.

4-Step Course Cancellation Procedure

1. Please **send an email** stating (a) what class you are cancelling, (b) the time and room number of the cancelled class, and (c) class assignments to **all of the people listed below** at least one hour before class starts.
 - Judy Zimmerman (jzimmerman@goodwin.edu)
 - Riette Pranger (hpranger@goodwin.edu)
 - Terry Antoine (tantoine@goodwin.edu)
 - Mary Henderson (mhenderson@goodwin.edu)
 - Chris Boudreau (cboudreau@goodwin.edu)
 - Ivy Kimble (ikimble@goodwin.edu)
2. Using your class list, I would ask that you also **send a separate email to your students** alerting them of the cancelled class. With your help, the college will try to inform students of cancellations prior to the start of class. **The more notice you can provide**, the better chance we have of reaching the student prior to class.
3. Per the employee handbook (page 8), you should **contact me personally** if you cannot work.

Call the following numbers until you reach me; do not leave a message. I can be reached at 860-727-6740 (work), 860-742-1954 (home) or 860-933-2475 (cell). If you cannot reach me directly, contact Terry Antoine at 860-913-2053 (work).
4. I also want to know **in writing (e.g., email) your plan for making up the class.**

For example, you can reschedule the class, schedule independent meetings with students, or offer an alternative learning opportunity (e.g., online assignment in blackboard, movie with writing assignment, etc.).

To avoid having to make-up class time, I encourage you to be proactive and make arrangements for an emergency. For example, I have a list of faculty who live locally and who are willing to cover for you, even with short notice. This would require you to have an assignment ready either electronically or in the office.

UNLESS YOU ARE GRAVELY ILL OR HAVE A PERSONAL EMERGENCY, I REQUEST THAT YOU DO NOT CANCEL CLASS. If you must cancel a class, I expect that you will make-up the missed time with your students.

FACULTY HANDBOOK – PAGE 8

Absence

When you cannot report to work, you are expected to personally speak with your supervisor or his/her designee as soon as possible but in no case less than a minimum of one hour before the start of your workday. Employees who do not call or who are excessively tardy or absent will be subject to performance action up to and including employment termination. A physician's note may be required for employees who are absent from work for three (3) or more scheduled workdays. However, management reserves the right to require a physician's note at any time during an absence.