

General Education Department

Class Cancellation Guidelines

Before cancelling a class, please consider the following:

- Class time is valuable; cancelling class places an at-risk student at a disadvantage.
- Reliability among Goodwin Faculty is expected and students pay our salary.
- Goodwin College Faculty Members are dedicated to student success.
- A Best Practice is to have a “buddy system.” Find someone who teaches at the same time you teach; develop a plan to help each other in the event of a short notice cancellation.

Do Not Cancel Class Unless Absolutely Necessary. Thank you.

If you need to cancel a class with short notice: *(e.g., illness or emergency)*

1. **Notify your students as soon as possible.** Assuming there is no option of a last minute sub, proceed in order below:
 - Please **POST** the cancellation notice on Blackboard.
 - As soon as reasonably possible, also post an assignment and instructions for what will happen in place of the class. **Note:** If you offer a make-up session, you may not require attendance or present new material.
 - **EMAIL** your students and ask them to confirm receipt of the message immediately. *You may have already done this if you have blackboard set to email your announcements.*
 - **CALL** each student who does not confirm receipt of your email so they do not drive to campus unnecessarily.
 - If you need help with the calls, please contact the General Education Administrative Assistant at **860.913.2182**.
 - If the course takes place after normal business hours or on the weekend, please ask the front desk to assist. You can call the main number at **860.528.4111**.
 - If you are not able to reach every student in your class, please ask for help to post a sign on the door of your classroom.
 - Here are some other options: Call *and* email Mary Henderson at the front desk – **860.767.6711** and mhenderson@goodwin.edu. If it is after 4:00 p.m., you can try Jason London at the same number or jlondon@goodwin.edu.
2. **Notify your Curriculum Director via email and copy the Department Chair and the General Education Administrative Assistant.** (skoch@goodwin.edu; aandrews@goodwin.edu; and *your CD*.) Be sure to include the *name of your course, location, and time*.
 - Please also include your plan to make up the class. (i.e., an extra help session, individual student meetings, or an online assignment)

If you cannot make a class and have plenty of notice: (e.g., to present at a conference, get married, or defend your dissertation.)

1. **Arrange for a substitute teacher.** If you have difficulty, please contact your Curriculum Director for assistance. If you still do not have a substitute, please contact the Department Chair. Some faculty members do this as a favor and others arrange for payment; amounts are determined by those involved and not the college.
2. **Once you have arranged for a substitute, please email your Curriculum Director and the General Education Administrative Assistant (aandrews@goodwin.edu) the contact information for the person who will be covering your class.** The College must always be aware of who is in the classroom.
 - **The substitute may only be a current full-time or adjunct Goodwin professor in good standing with the College.** If you have any question as to the suitability of a potential substitute or would like to arrange a special guest speaker, please consult the Department Chair.

IMPORTANT NOTES

Missing Two Classes

If at any point you know that you will not be available to teach more than one session of an assigned course, please notify your Curriculum Director so that he/she and the Department Chair can review if it is best to turn the class over to another instructor. The Curriculum Director must notify the Department Chair if any Faculty Member misses two classes, even if they have arranged for substitutes.

Online Assignments in Lieu of a Ground Class

Posting an online assignment in lieu of arranging for a substitute should occur only in rare situations with mitigating circumstances. Curriculum Directors should seek permission from the Department Chair on behalf of the faculty member requesting this option.

Teaching at a Magnet High School

Goodwin College Faculty teaching at a magnet high school should work with the dual enrollment procedures when cancelling a class.

Faculty Handbook Excerpt

Per the Faculty Handbook, faculty members with excessive tardiness or absenteeism 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.