

## Board Policies

### **ACADEMIC AFFAIRS**

#### **214.00 - SCHEDULING AND CANCELLATION OF CLASSES**

The College develops an academic schedule of course offerings for Fall, Spring and Summer terms that ensure program and degree requirements are available to students, as well as meeting minimum class time requirements as specified by College Policy #280 - *Credit Hour Definition*.

Once published, changes to the scheduled time of meeting or the scheduled room assignment require approval from the Academic Affairs office. If an instructor must cancel a class session, they shall notify the Chief Academic Officer or designee of his/her intent to be absent as soon as possible, and shall initiate the procedure for notifying students or obtaining a substitute, if required.

Adopted October 18, 1971  
Reviewed July 11, 1989  
Revised July 21, 2003  
Revised May 1, 2008  
Revised July 21, 2008  
Revised December 14, 2020