

## Class and Office Hours Cancellations

The department is required to report all missed classes. An instructor missing a scheduled in-person or synchronous online session for any reason online must notify the department Administrative Assistant. When possible, students should be contacted directly to notify them of the missed class, and the Administrative Assistant will also work to post signs on classrooms when that is relevant.

If a class is missed due to illness, a full-time faculty member would normally need to report sick leave, although the need for this official reporting can be discussed with the Chair when there are plans to make-up this work through alternative online activities. Please consult the Sick Leave policy.