

POSTPONED AND RESCHEDULED CLASSES POLICY

1. The University expects all classes to be held in the scheduled time slot. When this is not possible because of illness, emergency or other matters including religious holidays, the following procedures must be followed.
2. When no cover can be arranged and it is necessary to postpone a scheduled class, students must be informed via email as soon as possible, and the class must be rescheduled at the earliest opportunity. If a faculty member wishes to make an alternative arrangement to a rescheduled class, he/she must have any such proposal approved by the Dean.
3. In the case of rescheduled classes, faculty must inform all students in the class of the postponement via an emailed postponement notice (sent from Blackboard or self-service course management tools). Wherever possible, this should be done *at least* the day before the class is held. If an emergency takes place in the morning of the day class is to be held, faculty should email students as early as possible.
4. [The Attendance Policy](#) is suspended for make-up classes, as this is an irregular activity. Students must be offered the option of a rescheduled class, but cannot be penalised for non-attendance.
5. In-class assessment activities such as tests, quizzes, presentations, etc. should not normally be held in rescheduled classes.
6. Any scheduled days for make-up class should be used (e.g. the two days at the end of the spring semester that are used for classes normally scheduled on Good Friday and Easter Monday. The Academic Calendar outlines which class schedules take place on those days. Instructors must ensure that students are aware of the rescheduling, by placing these make-up classes into the syllabus class meetings.

VERSION MANAGEMENT

Responsible Department: Office of the Provost			
Approving body: Academic Board			
Version no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	