

PROCEDURE FOR POSTPONED AND RESCHEDULED CLASSES

GUIDANCE

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 Head of School/Department.
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. A copy of this notice should also be sent to Faculty Support Office and to the Head of School/Department.
4. The Faculty Support Office is required to keep a log of postponed classes. This log is monitored and reviewed monthly by the Head of School/Department. Faculty members must inform the Faculty Support Office once the rescheduled class has taken place, and this will also be noted in the log. If classes are not rescheduled, the Head of School/Department will address this with the faculty member concerned.
5. To assist with rescheduling, there is a report available at <http://pcreports/reports> (Faculty tab) called "Students Free Time Slots". This identifies free timeslots in the academic schedules for all of the students in a given class. Rooms for rescheduled classes can be booked with Registry Services and Estates. Wherever possible, students should normally be given at least two weeks' notice with regard to the replacement class.
6. In the unlikely event that there are no available timeslots, the class should be rescheduled when the majority are free (normally a Friday afternoon), and out of class support provided for those students with timetable clashes.
7. 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.
8. In-class assessment activities such as tests, quizzes, presentations, etc. should not normally be held in rescheduled classes.
9. 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: Registry Services			
Approving body: Academic Board			
Edition no.	Key Changes	Date of approval	Date of effect
001		24 July 2018	28 August 2018
002	Removal of Richmond phone number, updated job titles, and paper notice requirement	August 2022	Sept 2022
		Restricted access? <i>Tick as appropriate</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	