



POLICY TITLE: Class Cancellation Policy

POLICY CATEGORY: ACADEMIC

POLICY NUMBER: A020

POLICY OWNER: Office of Academic Excellence

POLICY APPROVER: Office of the Vice President Academic

APPROVAL DATE: 4/2/2024

EFFECTIVE DATE: 9/2/2024

REVIEW PERIOD: Every 5 Years

REVIEWED: N/A Click or tap to enter a date.

REVISED: N/A Click or tap to enter a date.

1. Purpose

1.1. Introduction

This policy provides guidance for those occasions when in-person classes may need to shift to alternate delivery or be cancelled due to reasons such as inclement weather, approved faculty absences, emergency absence of faculty or facility/equipment issues. This policy does not apply in the case of labour disruption. George Brown College recognizes the importance of consistent and clear expectations relating to the delivery of programming to create a positive learning environment. The College is committed to ensuring classes are delivered in accordance with articulated schedules.

2. Scope

This policy applies to all courses offered within approved George Brown College postsecondary programs.

3. Definition of Terms

Course Delivery Modalities/Methods (Alternate): The format by which a course is delivered to students—examples include but are not limited to Face-to-face; Online Synchronous; Online asynchronous; Hybrid.

Learning Outcomes: Statements of what a learner is expected to know, understand and/or be able to demonstrate after completion of a course of study. Learning outcomes are clearly stated in the course outline.

Policy: A statement of basic principles, rules, regulations and/or guidelines, developed and enforced to direct and/or limit actions and activities.

Procedure: The operational processes required to implement college policy, to be provided as a clear sequence of instructions to be followed.

Policy

3.1. Class or Lab Delivery Modification/Cancellation Due to Campus/Facility Closure

- 3.1.1. George Brown College classes may be shifted to alternate delivery, cancelled, or rescheduled to accommodate closure of campuses or individual facilities (i.e. classrooms/labs) due to unforeseen circumstances including (but not limited to) inclement weather; or campus, classroom, facilities, or equipment issues.
- 3.1.2. The College will make every effort to advise students of a campus or facility closure with as much notice as the circumstances permit. Whenever possible, college facilities will remain open and accessible to all students, staff, and visitors.
- 3.1.3. When the College is closed due to inclement weather or other public safety issues, the College will provide information according to the protocols articulated in the college's [Weather Closure Guide](#).
- 3.1.4. The achievement of the course learning outcomes will be prioritized when in-person classes are cancelled due to inclement weather or other public safety issues.
- 3.1.5. If a class is cancelled for any reason, the College's obligation to students is to ensure that the course content is substantively delivered in accordance with the course outline to meet the learning outcomes. This does not mean that all cancelled classes will be re-scheduled.
- 3.1.6. The expectation is that, wherever possible, on-campus classes will switch to alternate delivery. Students must check the LMS and/or George Brown College email for details communicated by the faculty for in-person classes that take place during an unplanned closure.
- 3.1.7. Faculty are responsible for the delivery of classes as scheduled in accordance with their terms of employment and the contract represented by the course outline.

3.2. Class/Lab Cancellation due to Faculty Absence

Planned Absences

- 3.2.1. Planned faculty absences require prior approval of the Associate Dean.
- 3.2.2. When a faculty member has advance notice of an absence (examples include, but are not limited to, professional obligations, attendance at

conferences, scholarly meetings, religious observances, etc.) that prevents them from delivering a class, they must notify the Associate Dean and the Academic Operations Manager with as much advance notice as possible.

- 3.2.3. When the absence has been approved provisions for an alternate activity, may be arranged in consultation with the Associate Dean or a qualified substitute may be arranged by the Association Dean.
- 3.2.4. College Placement Representatives must not cancel clinical/placement sessions without first consulting with and receiving approval from their Associate Dean.

Unplanned Absences

- 3.2.5. When a faculty member cannot deliver a class due to an unavoidable absence including (but not limited to) illness, emergencies, personal responsibilities, etc. they must report the absence to the Associate Dean immediately and cancel the class in STU VIEW.
- 3.2.6. The faculty member must communicate a class cancellation to students by posting on the Learning Management System and/or George Brown College email.
- 3.2.7. If the faculty is unable to send this message due to the circumstances, the Associate Dean and/or Academic Operations Manager is responsible for ensuring communication to students.

3.3. Changes in Delivery Modality or Method

- 3.3.1. It is expected that faculty will adhere to the planned delivery method and modality of each individual class in the course as articulated in the Course Section Information Supplement of the Course Outline (for example, hybrid, synchronous or asynchronous delivery “In Person” vs. “Online”).
- 3.3.2. If the faculty member changes the delivery modality or delivery method for an individual class, they must:
 - 3.3.2.1. Communicate the change to the Associate Dean via email for approval.
 - 3.3.2.2. If the change is approved, communicate the change to students by posting on the LMS with as much advance notice as possible.

4. Related Materials

[Winter weather guide | George Brown College](#)

5. Related Policies

[Academic Employee Code of Conduct](#)

[Assessment of Student Learning Policy](#)