



North Hennepin Community College

Procedure Information

Number: 4.4.2

Name: Instructor Initiated Class Cancellation Procedure

Effective Date: May 28, 2024

Next Review Date: AY 2028-2029

Part 1. Scope.

This procedure defines the process followed at North Hennepin Community College and its satellite locations when it becomes necessary to cancel classes due to unforeseen unavailability of instructional faculty.

Part 2. Definitions.

This section provides definitions for terms used in this procedure.

Subpart A. Cancellation of Classes.

Cancellation of classes applies to unanticipated situations, such as illness, family emergencies, campus responsibilities, or other unforeseen events that prevent instructional faculty from holding classes as scheduled.

Cancellation does not apply to situations that have been worked into course syllabi prior to the start of the semester, such as professional conferences, known committee obligations, time assigned to students to work individually on course assignments, or other arrangements that maintain the integrity of the Carnegie Unit of Instruction.

Subpart B. Carnegie Unit.

The Carnegie Unit is defined as three hours of course work per week per course credit. In general, one hour occurs within the classroom or online setting and two hours occur outside of the classroom setting. A one-credit course should have fifteen instructional hours and thirty hours of assignments during a semester.

Subpart C. Face-to-Face.

Courses in which all the instruction takes place in a physical classroom. Face-to-face courses are designed to meet the Carnegie Unit standard.

Subpart D. Blended/Hybrid.

Courses in which part of the instruction takes place in a physical classroom and part of the instruction takes place outside of the classroom, such as within the online environment. Blended/Hybrid courses are taught to the same Carnegie Unit standards as face-to-face courses.

Subpart E. Online.

Courses in which all the instruction takes place in a virtual environment accessed through the internet. Online courses are taught to the same Carnegie Unit standards as face-to-face courses.

Part 3. Procedures for Class Cancellation.

Faculty are responsible for notifying students, their supervisor, and their area administrative assistant of class cancellations in a timely fashion. Notification will include the duration of the cancellation and any other information deemed relevant by the faculty. Faculty who have internet access will use the Classroom Management application on SharePoint to notify students of the cancellation.

Faculty are responsible for completing the necessary applications for the appropriate leave (sick time or personal leave) as soon as possible, and at a minimum before the end of the pay period.

Part 4. Alteration of Delivery Method for Blended/Hybrid Courses.

In the case of courses designated as blended/hybrid, faculty may alter the delivery method instead of canceling the class. This situation requires notification to the appropriate academic dean prior to contacting students. Students will be required to complete activities to preserve the integrity of the Carnegie Unit.

As soon as faculty are aware of a situation that requires altering the delivery method of a class and after contacting the appropriate academic dean, faculty will use the Classroom Management application on SharePoint to notify students of the alteration to the class delivery method. Faculty will consult with their supervisor to request reassignment from the scheduled classroom delivery to the alternate delivery method. Students should be given at least a minimum of 8 hours notification, if the online delivery expectation is synchronous participation in lieu of face-to-face instruction. Faculty teaching blended/hybrid courses with a synchronous component will work with students enrolled in the course to determine viability of transitioning from face-to-face to synchronous meetings. Blended/hybrid courses that are not assigned online synchronous instruction in the course schedule, cannot modify instruction to online synchronous without prior approval of all students enrolled in the course and the dean.

In the case when delivery method is altered and the integrity of the Carnegie Unit is maintained, faculty will not be required to take sick or personal leave.

Part 5. Rescheduling Face-to-Face Courses.

Faculty who must cancel a face-to-face class may reschedule the class to maintain the integrity of the Carnegie Unit. Faculty will work with the students enrolled in the course to determine an appropriate make-up session for the canceled class that meets the needs of all enrolled students. At the discretion of the appropriate academic dean, faculty may reschedule classes instead of taking sick or personal leave.

Part 6. Campus Review.

Review Action	Date(s)
Diversity, Equity, and Inclusion Committee Review:	4/3/2024 - 5/10/2024
Campus Community Review Period:	3/11/2024 - 3/25/2024
AFSCME Review:	4/3/2024 - 5/10/2024
MAPE Review:	4/3/2024 - 5/10/2024
MMA Review:	4/3/2024 - 5/10/2024
Shared Governance Council Review:	5/10/2024
Student Senate Review:	4/18/2024
President Rolando Garcia Approval:	5/23/2024
Campus Community Dissemination:	5/28/2024

History

- Date of Adoption
 - Adopted revisions August 22, 2016.
- Revised Spring 2021; updated Part 5 to ensure rights of face-to-face students are respected. Approved 26 May 2021 by President Rolando Garcia.
- Reviewed Spring 2024 to include language addressing online synchronous delivery in blended/hybrid situations.