

SUBJECT: Cancellation of All Classes for Special Events	Effective Date: July 1, 2011	Policy Number: 01-1-001
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: CAO	

I. Purpose and statement of operational policy underlying the procedure.

Class meetings are the highest priority of an educational institution. There may, however, be special circumstances which may warrant cancelling. This could include emergency situations, or special events of importance to all members of the college community. Classes are automatically closed by the CAO early or entirely to accommodate the for the following institutional events: Commencement, Fall Convocation, African American History Month Major Program, Honors Convocation.


II. Applicability/Scope

The policy applies to any cancellation of classes for a whole area or for all classes to accommodate a special event. There is a special, separate policy for inclement weather or for emergencies.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Faculty or staff person representing a major event	File a written application to the CAO to cancel classes with full explanation of the event and its importance	No later than one week before the event.
CAO	If approving the event, sends written notice to the campus.	At least two days before the event

IV. Related policies/References for more information

Authorizing Official: 	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	