



UNIVERSITY OF
LINCOLN

SECRETARIAT
ACADEMIC POLICY

NAME OF ACADEMIC POLICY:	Postponed Classes Policy (formerly called Cancelled Classes Policy)
PURPOSE OF POLICY AND WHOM IT APPLIES TO:	<p>To provide a clear set of procedures for dealing with, and notifying students of, postponed classes.</p> <p>The policy applies to all staff and students.</p>
RESPONSIBLE BOARD/ COMMITTEE WITH ROUTE OF APPROVAL:	Education & Student Life Committee
LEAD STAFF MEMBER RESPONSIBLE FOR ITS UPDATE:	Director of Student Affairs
PERSONS CONSULTED IN DEVELOPING POLICY:	The original consultation included Academic College and the policy was widely circulated to academic staff. The policy was updated in June 2015.
POLICY FINALLY APPROVED BY:	Academic Board on 17 June 2009 and updated via Academic Board Chair's Action in July 2015
DATE OF IMPLEMENTATION:	September 2009 and updated in July 2015
DETAIL OF DISSEMINATION:	The revised Policy was circulated in July 2015 and is available on the Secretariat's portal.
PROPOSED DATE OF REVIEW	To be confirmed
SECRETARIAT OFFICER – MAIN CONTACT:	Officer to Education & Student Life Committee
DATE:	July 2015

Postponed Classes Policy

This Policy aims to reinforce the Student Engagement and Participation Policy by providing a consistent process for the identification and notification of postponed classes. Additionally, the proposed processes and procedures will allow for the provision of up-to-date information to Colleges/Schools and the Senior Management Team.

Students will be made aware of the Policy by means of School Induction Talks, Programme/Module Handbooks, the Student Handbook and Blackboard.

The Policy should be read in conjunction with the Student Engagement and Participation Policy.

The Policy aims to place a set of obligations on staff and students:

FOR ALL POSTPONED CLASSES

University Responsibilities	Student Responsibilities
Provide as much notice as is possible when classes need to be postponed. Inform Student Support Centre.	Ensure that the University has up-to-date contact information, including postal address, email address and mobile 'phone number.
Use an appropriate means to inform students of postponement, such as Blackboard, email, phone text, notice.	Ensure that they are familiar with the Postponed Classes Policy and know how to check for information about postponed classes.
Provide notes or other information that will be helpful to students, either to replace a scheduled event or to prepare for a re-scheduled class.	Check email, Blackboard and other advertised sources for up-to-date information on a regular basis.
Reschedule, or make appropriate alternative arrangements as soon as possible and normally within 24 hours of postponement if possible.	Make every effort to attend re-scheduled teaching sessions and make use of any other learning materials provided.

POSTPONEMENT IN ADVANCE – where it is known ten or more working days in advance that a scheduled class activity will not take place and the academic staff member involved is not on sick leave.

Academic Staff Responsibilities - where ever possible academic staff should take the following actions:	School Responsibilities
Notify relevant members of staff within School of a postponed class at the earliest opportunity.	Ensure that students are made aware of the Postponed Classes Policy.
Inform School Administrator of postponed class/alternative arrangements on every occasion.	Ensure that full details of postponed classes, including alternative arrangements, are obtained from the member of staff and circulated to all who need to know including the Student Support Centre.
Use an appropriate medium to inform all students of the postponed class. Place an announcement on Blackboard and attach any other relevant information.	
Consult with colleagues as necessary to ensure rescheduled classes or alternative learning opportunities are deployed.	Inform Timetabling and update attendance monitoring system.
Arrange cover or alternative learning opportunities as necessary in consultation with the academic due to be absent	Monitor the operation of this policy.

Advise School Administrator so that attendance record is correct.	
Monitor the operation of this policy.	

POSTPONEMENT AT SHORT NOTICE – where it is known only at very short notice that a scheduled class activity will not take place or when the academic staff member is on sick leave.

Academic Staff Responsibilities - where staff are able to do so they should:	School Responsibilities
<p>Speak directly with a relevant member of staff within School to notify them of a postponed class at the earliest available opportunity.</p> <p>Details of all classes, and any other appointments, to be postponed should be provided where possible.</p>	<p>Take details of affected classes from academic member of staff, together with any other instructions that need to be given to students.</p>
<p>If possible, post notes and instructions onto Blackboard, or provide notes for School Office to post onto Blackboard.</p>	<p>Notify students of cancellation using appropriate means.</p> <p><i>(Appropriate means include notification via Blackboard text and/or email. Where notices are posted on seminar room doors these must be taken down no later than the end of the same day.)</i></p>
<p>Where possible, be prepared to consult with colleagues over arrangements for a class to be re-scheduled, or alternative arrangements made.</p>	<p>Inform all relevant staff within the School of the postponed class and any alternative arrangements made.</p> <p>Each School should establish a list of key people who must be informed when absence and the postponement of classes is reported. This must include the member of staff on sick leave.</p>
<p>Make arrangements for a class to be re-scheduled, or alternative arrangements made, as soon as practically possible.</p>	<p>Inform the Student Support Centre.</p>
<p>Monitor the operation of this policy.</p>	<p>Monitor the operation of this policy.</p>
<p>Advise School Administrator so that attendance record is correct.</p>	<p>Inform Timetabling and update attendance monitoring system.</p>