

I. Faculty Absences Procedures**A. Notifying the Students**

The instructor shall post an announcement and directions to the students in the online course shell (Curriculum Courses) and email the students. If the class is face to face, a note shall be posted on the classroom door to inform students of the class cancelation; the note shall be posted by the Administrative Assistant or other person designated by the appropriate Campus or Academic Dean.

It is not permissible for faculty to arrange for others to perform their classroom duties unless the appropriate supervisor has approved such arrangements.

B. Documentation of Faculty Absence

The instructor, with oversight of the Program Coordinator or Department Chair will be responsible for completing the Class Modification Form within 48 hours after the return of the instructor. Forms must be submitted to the Assistant Registrar who shall maintain the documents for accountability purposes.