

Cancellation and Rescheduling of Timetabled Classes Policy and Procedures

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1 PURPOSE

The Institute is committed to providing the best possible educational experience for students, enabling them every opportunity to excel in their studies. It is, therefore, a priority to minimise any disruptions to scheduled classes. Students have a right to expect their classes to be delivered at the times indicated on their timetables. This document outlines the Institute's policy on the cancellation, rescheduling and delayed start of classes and the associated procedures.

2 SCOPE

This policy and procedures apply to all academic and administrative staff, including full-time and sessional staff.

3 DEFINITIONS

Cancelled classes are timetabled classes that do not occur at the originally scheduled time or date. Classes will only be cancelled in extenuating circumstances, for example, the illness of the lecturer.

Re-scheduled classes are classes delivered at an alternative time when a replacement academic staff member is not available to take a timetabled class.

4 POLICY

The overriding policy is that no class will be cancelled outright. Wherever possible, an appropriately qualified person will be engaged to deliver the class, or students will be advised of the details of rescheduled classes.

5. PROCEDURES

The procedures are intended to ensure that students are not disadvantaged and there is no impact on the achievement of learning outcomes resulting from the cancellation or rescheduling of classes.

- 5.1 Classes may only be cancelled or rescheduled in extenuating circumstances. Academic staff must ensure that the volume of learning is not reduced on account of a cancelled class and that students can achieve all unit learning outcomes
- 5.2 It is the responsibility of academic staff to deliver classes as scheduled in the published timetable. If an academic staff member cannot deliver a scheduled class, they must contact the Provost or the Dean of the relevant school as soon as possible to facilitate the engagement of a replacement academic staff member to deliver the class. Details regarding staff attendance can be found in the Employee Handbook.
- 5.3 Where it is not possible or reasonably practicable to engage a replacement academic staff member to deliver a scheduled class, the Provost or relevant Dean will assist the academic staff member in rescheduling the class. Students will be informed of rescheduled classes by an announcement on Moodle and by email from the Institute’s nominated administrative staff member.
- 5.4 Where possible, classes that cannot occur at the advertised time will be rescheduled within the standard term teaching period. Timing of rescheduled lectures will consider factors such as the sequencing of learning activities and effective completion of assessments. To provide fair access to all students, every endeavour shall be made to reschedule the lecture at times when students are most likely to be on campus. The details of other scheduled classes in the timetable will also be considered in the case of online delivery of scheduled classes.
- 5.5 Where an academic staff member will be unavoidably late for the commencement time of a class, students must be informed by the academic staff member by an announcement on Moodle and by email from the Institute’s nominated administrative staff member.
- 5.6 The nominated administrative staff member will provide the Provost and the relevant Dean with a summary of any lecture cancellations and rescheduling arrangements each term. This report will also include reasons for cancellation or rescheduling of classes.
- 5.7 Whenever necessary, the Provost and the relevant of Law will consult with the Learning, Teaching and Scholarship Committee and the Academic Board about any student concerns regarding lecture cancellations.

5 RELATED DOCUMENTS

- i. Employee Handbook

Version Control

Historical Version	Approved by	Approval Date
2013.12	Academic Board	19 December 2013