Cheyney University Policy Number AA-2010-1059

Policy on Cancelling and Relocating of Classes

Approved by: President’s Cabinet/ Academic Affairs Council

History: Revised -2-17-2009

Additional History -- n/a

Related Policies: n/a

Additional References: n/a

All classes must meet at the allocated location for at least the first meeting. If a permanent change of class location is needed, the request must be made through the department chair. The department chair will notify the Registrar. The Registrar will make changes in the system.

If the instructor wants to move their class just for one class meeting, there must be proper signage posted at the assigned location verifying where the class has been relocated.

If the instructor can't attend class due to an emergency, the instructor must contact the department secretary, department chair and/or Dean’s office.