

Policy:	Class Cancellation & Rescheduling
Applicability:	All PharmD, MS, & PhD Courses
Who is affected:	Students, Faculty & Administrators
Effective Date:	Winter 2017
Last Revision:	December 16, 2016
Initiated By:	Office of Academic Affairs
Policy Link:	http://go.pharmacy.umaryland.edu/policyclasscancellation

UMB Campus Alerts<http://www.umaryland.edu/alerts/>**USG Campus Alerts**<http://www.shadygrove.umd.edu/alerts>**Student Email - myUMB Mail**<https://gmail.umaryland.edu>**Employee Email – Outlook Web Mail**<http://umail.umaryland.edu>**Background**

Inclement weather and other unforeseen circumstances may result in cancellation or postponement of classes and/or examinations. In keeping with the regular repeating schedule, canceled classes will not be rescheduled. Class activities will only be rescheduled under extenuating circumstances, such as a long-term closure or continuous repeated class cancellations, with approval by the Associate Dean for Academic Affairs. The Office of Academic Affairs will begin continuity of operations planning as appropriate when the School is closed for more than two contiguous days.

Policy

The School of Pharmacy follows the UMB Campus when closing or delaying opening. However, to ensure equitable treatment of all students, sessions may be affected at an open campus if only one campus is closed.

Student Responsibilities

1. It is the professional responsibility of all students to subscribe to the UMB or USG Alerts system (as appropriate) and regularly check their School of Pharmacy email and appropriate websites when class cancellations may be reasonably anticipated.
2. Students who miss classes or examinations for any reason when the educational activity goes on as normal (see below) are responsible for contacting the instructor and/or course manager (see relevant course syllabus) no later than the next business day that their campus is open in order to seek an excused absence.
3. Students whose absences are excused are responsible for fulfilling alternative assignments or attending makeup sessions as scheduled by the instructor and/or course manager.

Instructor, Faculty and Course Manager Responsibilities

1. It is the professional responsibility of all faculty to subscribe to the UMB or USG Alerts system (as appropriate) and regularly check their School of Pharmacy email and appropriate websites when class cancellations may be reasonably anticipated.

2. Faculty must abide by the decision of the campuses and/or the Dean regarding canceled classes or examinations. Reposting previously recorded lectures or pre-recording scheduled lectures when classes are being taught as normal should only be done with permission from your Departmental Vice Chair(s) for Academic Affairs (VCAA).
3. In the event of an acute illness or other emergency requiring class cancellation, faculty are responsible for informing students enrolled in the class, the cancellation distribution list (cancellations@rx.umaryland.edu) and course manager(s) as early as possible.
4. Course managers must notify students via email and Blackboard regarding rescheduled exams and/or make-up activities for a cancelled exams and classes.
5. If a student misses a class or examination for which attendance is required, the course manager must submit the absence and the suggested response to the Associate Dean of Academic Affairs for approval. Suggested responses may include: creating an alternative activity or exempting the student from the activity. If the absence is not excused the student will be penalized according to the School's Excused Absence Policy.
6. Online courses with web conferenced class sessions may proceed as scheduled under the following conditions: 1) student attendance is not required, 2) the session(s) are recorded, and 3) the course syllabus contains language regarding classes during inclement weather.

Administrator Responsibilities:

1. The Office of the Dean is responsible for coordination with campuses, course managers and instructors regarding the rescheduling or make-up of activities following a closure or delay.
2. In the case of a long-term campus closure (i.e. more than 2 contagious days or continuous repeated class cancellations), the Associate Dean of Academic Affairs or designee will determine the appropriate method(s) to maintain academic integrity of the School's programs.

Reference Links

UMB Policy on Emergency Conditions: Cancellation of Classes and Release of Employees

<http://cf.umaryland.edu/umpolicies/usmpolicyInfo.cfm?polid=199§ion=all>

Amendment History

Amendment Date
02/01/2010 Adoption
02/16/2012 Revision
01/15/2015 Revision
08/28/2015 Revision
12/16/2016 Revision