

<b>Policy:</b>	Class Cancellation & Rescheduling
<b>Applicability:</b>	All PharmD, MS, & PhD Courses
<b>Who is affected:</b>	Students, Faculty & Administrators
<b>Effective Date:</b>	September 10, 2018
<b>Last Revision:</b>	September 10, 2018
<b>Initiated By:</b>	Office of Academic Affairs
<b>Responsibility:</b>	Associate Dean for Academic Affairs

Policy Link:

<http://www.pharmacy.umaryland.edu/classcancellation>

**UMB Campus Alerts**

<http://www.umaryland.edu/alerts/>

**USG Campus Alerts**

<http://www.shadygrove.umd.edu/alerts>

### **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 campus closure, with approval by the Associate Dean for Academic Affairs.

### **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 are expected to be physically present for activities at which attendance is required. PharmD students are required to adhere to the policy on excused absences for classes, assessments and exams (<http://go.pharmacy.umaryland.edu/policyabsence>). Graduate students should adhere to program and course specific requirements as directed by their program director(s).
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](mailto: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.

### **Administrator Responsibilities:**

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.

In the case of a long-term campus closure (i.e. more than 2 contiguous 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 academic programs.

### **Reference Links**

**UMB Policy on Emergency Conditions: Cancellation of Classes and Release of Employees**  
<http://www.umaryland.edu/policies-and-procedures/library/administration/policies/vi-1200a.php>

### **Amendment History**

Amendment Date
02/01/2010 Adoption
02/16/2012 Revision
01/15/2015 Revision
08/28/2015 Revision
12/05/2016 Revision
09/10/2018