

# Class Cancellations and Classroom Relocation

## AA\_AO\_CL\_10

Responsible Officer  
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Responsible Office  
Vice Chancellor & Academic Affairs  
Approving Body  
Board of Trustees  
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### Policy Statement

Professors should use caution in the cancellation of classes and avoid that practice if at all possible.

### Policy Procedures

In any case the Provost/EVPAA (or Administrative Assistant), Dean and Registrar must be notified in advance.

If it becomes necessary to move a class because of logistical issues such as a crowded room, this should be handled with the Registrar. In any case the Academic Office and Registrar's Office must be notified.