



Policy #:	2-02
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Cancellation Notification for Instructional Activities
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Category:	Education/Academics

## CANCELLATION NOTIFICATION FOR INSTRUCTIONAL ACTIVITIES

### POLICY STATEMENT

Valemount College develops a course/program schedule for each student which serves as an agreement between Valemount College and the student. In circumstances when instructional activities are to be cancelled, students are to be notified as soon as possible.

### PURPOSE STATEMENT

The purpose of this policy is to outline a process by which students are notified when an instructional activity is cancelled temporarily due to instructor absence or other issue.

### GUIDELINES

1. The College Director or designate has the authority to determine College closure.
2. Notice is given to students as soon as possible when instructional activities are cancelled due to instructor absence or other unforeseen situations.
3. Instructional activities are cancelled only with the approval of the College Director or designate.
4. Students are notified using contact information as recorded in individual student records. (eg: phone, email).