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POLICIES & PROCEDURES FOR EMPLOYEES

Southwestern Community College - Policies and Procedures Manual

Policy Title: **Missed Curriculum Instructional Time** **5.16**

Responsible Division: Instructional Services

Date Approved: January 2004

From time to time, the college experiences adverse weather that requires the college to be closed. As a result, scheduled classes are missed. The college has an obligation to deliver the instructional services for which students pay tuition. Therefore, when instructional time is missed, make-up instructional activities that are comparable to the learning experience missed must be provided. This policy primarily describes missed instructional time due to adverse weather; however, this procedure applies to any instructional time missed, regardless of the reason. The instruction may be made up by rescheduling classes or by other alternatives, which may include extra assignments, individual conferences, etc. Documentation must be completed in regards to missed instructional time and kept on file in the deans/director's office.

[Chapter 5 Table of Contents](#)

[Back to Index](#)

[Back to Policies and Procedures home page](#)

BACK TO SCC HOME