

***ATTACHMENT III***

<b>Northern Essex Community College Academic Affairs Class Cancellation Policy/Procedures for All Credit Courses</b>
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**In case of illness or emergency, which requires faculty to miss or delay a class session, please follow the procedures listed below:**

- 1. If you are calling between 7 a.m. and 4 p.m., Monday-Friday, to cancel/delay a class,** you MUST call your Division Office so that the office staff can track cancellations directly and facilitate the notification of students. For all classes held in Lawrence, you should call the Lawrence Campus **and** your Division Office. **When calling the Lawrence campus, FIRST call Donna Evers at 978-738-7474. If you reach her voice mail, DO NOT LEAVE A MESSAGE. Hang up and call the Lawrence Campus Faculty Absent Line at 978-738-7220 and leave a message. This voicemail box is monitored routinely when Donna is not available to answer her phone.**

Business, Math/Science and Technology Division:	(978) 556-3875 or (978) 556-3877
Instructional and Student Support Division:	(978) 556-3839
Humanities and Social Sciences Division:	(978) 556-3360
Law Education and Social Professions Division:	(978) 738-7432 or (978) 738-7453
Health Professions Division:	(978) 738-7474 or (978) 738-7472

- 2. If you are calling after 4:00 p.m., Monday-Thursday, you MUST** call Enrollment Services at (978) 556-3700 (Haverhill classes) or (978) 738-7475 (Lawrence classes) and provide the CRN #, Course #, Section #, Room #, and meeting time.

- The Enrollment Services staff will run a class roster and contact students **if** doing so is reasonable given the volume of student and phone traffic in their office; and, if the cancellation occurs **at least one hour in advance of class start time**. This decision is at the discretion of the Enrollment Services staff.
- A staff member from Enrollment Services will immediately contact Security for posting of cancellation notice on classroom door.
- Cancellation will be recorded in the Enrollment Services Log. This record will be forwarded to [smcdermot@necc.mass.edu](mailto:smcdermot@necc.mass.edu) the following morning, and she will forward the information to the appropriate Division Office.

- 3. If you are calling after 4:00 p.m. on Friday and all day on Saturday to cancel/delay a class:**

- Faculty teaching in **Haverhill** should call the Haverhill Security office at **978-556-3689**.
- Faculty teaching in **Lawrence** should call the Lawrence Security Desk at **978-738-7499**.
- Security personnel will post a notice on the classroom door. Students will NOT be contacted. Security will notify the Academic Affairs Office by leaving a voice-mail message for Sharon McDermot at X3329. The Academic Affairs Office will notify the appropriate dean or assistant dean so that faculty can be contacted regarding make-up time.

- 4. Consistent with Article 13.04 of the DCE Collective Bargaining Agreement, in the event that a scheduled class is missed the faculty member will be responsible for completing the obligations of the employment contract and subject matter content. When the**

decision is to make up the class, the faculty will make arrangements for a room with Colleen Walsh at (978) 738-7701, Deb Naudzunas or Sue Shain at (978) 556-3700 or via email at [registrar@necc.mass.edu](mailto:registrar@necc.mass.edu) prior to submitting their make-up proposal to their Academic Affairs supervisor. If a faculty member has been called to jury duty, the College will arrange for a substitute if that is the best alternative. Upon submission of appropriate documentation, the faculty member will be paid for the class sessions missed while serving on a jury. No make up may be implemented until the Dean or Assistant Dean has approved it in writing. Forms are available in your Division Office. Also, refer to the Part-Time Faculty Handbook regarding the Make-up Options.