

PROCEDURE FOR POSTPONED AND RESCHEDULED CLASSES GUIDANCE

1. The University expects all classes to be held in the scheduled time slot. When this is not possible because of illness, emergency or other matters including religious holidays, the following procedures must be followed.
2. When no cover can be arranged and it is necessary to postpone a scheduled class, students must be informed via email as soon as possible, and the class must be rescheduled at the earliest opportunity. If a faculty member wishes to make an alternative arrangement to a rescheduled class, he/she must have any such proposal approved by the Dean.
3. In the case of rescheduled classes, faculty must inform all students in the class of the postponement via an emailed postponement notice (sent from Blackboard or self-service course management tools). Wherever possible, this should be done *at least* the day before the class is held. If an emergency takes place in the morning of the day class is to be held, faculty should email students as early as possible.
4. The postponement notice should contain the following wording: “[Course ID] [Course Name] scheduled for [date and time of class] has been postponed due to unforeseen circumstances. The class will be rescheduled in due course.” Additional information specific to the situation may also be supplied at the instructor’s discretion. A copy of this notice should also be sent to the School Administrative Assistant and to the Dean or Associate Dean/Head of Department.
5. For 0900 classes only, faculty must also email the postponement notice to Security, and follow up with a phone call.
 - a. Kensington = securityken@richmond.ac.uk / 0207 368 8424.
 - b. Richmond = securityhill@richmond.ac.uk / 020 8332 8230.Security will print up and post the notices on the classroom door.
6. For classes at all other times, the postponement notices will be posted by the School Administrative Assistant at the appropriate campus.
7. School Administrative Assistants are required to keep a log of postponed classes. This log is monitored and reviewed monthly by the Dean. Faculty members must inform the Admin Assistants once the rescheduled class has taken place, and this will also be noted in the log. If classes are not rescheduled, the Dean will address this with the faculty member concerned.
8. To assist with rescheduling, there is a report available at <http://pcreports/reports> (Faculty tab) called “Students Free Time Slots”. This identifies free timeslots in the academic schedules for all of the students in a given class. Rooms for rescheduled classes can be booked with Registry Services and Estates. Wherever possible, students

should normally be given at least two weeks' notice with regard to the replacement class.

9. In the unlikely event that there are no available timeslots, the class should be rescheduled when the majority are free (normally a Friday afternoon), and out of class support provided for those students with timetable clashes.
10. [The Attendance Policy](#) is suspended for make-up classes, as this is an irregular activity. Students must be offered the option of a rescheduled class, but cannot be penalised for non-attendance.
11. In-class assessment activities such as tests, quizzes, presentations, etc. should not normally be held in rescheduled classes.
12. Any scheduled days for make-up class should be used (e.g. the two days at the end of the spring semester that are used for classes normally scheduled on Good Friday and Easter Monday. The Academic Calendar outlines which class schedules take place on those days. Instructors must ensure that students are aware of the rescheduling, by placing these make-up classes into the syllabus class meetings.

VERSION MANAGEMENT

Responsible Department: Registry Services			
Approving body: Academic Board			
Edition no.	Key Changes	Date of approval	Date of effect
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