



#101-102, 9486-120 St, Surrey, BC V3V 4B9
604-603-ACE1(2231)
info@acecollegecanada.com

Class Cancellation
Name of Policy

December 20, 2019
Implementation Date

Senior Education Administrator
Positions(s) Responsible

December 20, 2019
Date of Last Revision

ACE Community College (ACC) has created this outline to set out the process related to class cancellations for Courses actively in session at the College. This policy applies to all students enrolled at the College.

Class Cancellation Liability

1. The College accepts no liability for the cancellation of any class of instruction which may be made necessary as a result of an act of God, fire, riot, Inclement Weather, the operation of law, or other causes of a similar kind.
2. Class cancellation by a faculty member
3. Should a Faculty Member be unable to attend due to extenuating circumstances, classes must be rescheduled to make up for lost time.
4. Class rescheduling must be done at the discretion of the Faculty Member after consulting with the class.
5. If a class is cancelled, every effort must be made to contact the students by email, using the ACE Community College email service.

Campus Closure for In-Class Course Delivery

1. The Campus Director has authority to close a College campus.
2. A College campus must close when normal operation would pose a significant danger to Students and Faculty Members. The safety of Students and Faculty Members is paramount in any emergency. 3.3. In deciding to close a College campus as a result of Inclement Weather, the impact that other closures in the

region have for Students and Faculty Members must be recognized. Decisions must be based on a variety of information such as:

- ❖ Weather reports from Environment Canada;
- ❖ Accessibility to a College campus;
- ❖ Reports of road and highway conditions for the area;
- ❖ Status of public transportation.

3. If an emergency event occurs, the Senior Education Administrator, or, in the absence of the Senior Education Administrator, the Education Administrator may determine that the College must close part way through the business day. When this occurs, Students and Faculty Members are encouraged to vacate the campus immediately so that the conditions do not further deteriorate and affect their ability to safely travel home.

Campus Closure Notification

1. Student Services must make every effort to notify Students and Faculty Members by various electronic media types of the closure. The closing of the relevant campus must also be announced on local radio stations, television stations, on the College website, and social media platforms.
2. When Student Services are unable to notify Students and Faculty Members of the closure, Students and Faculty Members are asked to make their best assessment of the safety and practicality of the situation.
3. In the absence of a communicated decision to close, a College campus must remain open and all activities must continue as planned.