

# **CPTC Procedure: Faculty Absence and Class Dismissal**

Instructors are responsible for the quality and integrity of their classes including ensuring that course contact hours are met as required according to Technical College System of Georgia (TCSG) course standards. Instructors are expected to conduct each class session for the entire scheduled time. Class sessions cannot be canceled by instructors or dismissed earlier than scheduled without the prior permission of the Dean for Academic Affairs.

On occasion instructors may be absent from a scheduled class session. When an absence can be anticipated, i.e. traveling on College business, instructor responsibilities are:

1. Submit leave request to the Dean for approval at least two weeks prior to scheduled absence. (Dual Enrollment classes in the High School must contact Dean for Secondary Initiatives)
2. Coordinate with the Dean and ensure that all assignments are up to date in Blackboard prior to absence.
3. Email students and the Dean with the details, including the location of lessons/assignments in Blackboard.

When an absence from a class session cannot be easily anticipated, i.e. communicable illness, family emergencies, etc., instructor responsibilities are:

1. Immediately contact the Dean to assist in coordinating the details of the absence. (Dual Enrollment classes in the High School must contact Dean for Secondary Initiatives)
2. Ensure that all assignments are up-to-date in Blackboard prior to absence.
3. Email students and the Dean with the details, including the location of lessons/assignments in Blackboard.
4. Submit leave request to the Dean immediately upon returning to the campus for normal operations.

## **Responsibility:**

The Vice President for Academic Affairs has the overall responsibility of ensuring this procedure is implemented.

**Adopted:** June 2, 2014

**Reviewed:** February 13, 2024