

FIRST CITY UNIVERSITY COLLEGE FLOW CHART CLASS CANCELLATION AND REPLACEMENT FORM	Document No	FC 8.6.1
	Revision No	00
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Process	Description	Timeline	PIC	Record / Reference
<pre> graph TD Start([Start]) --> A1[Application Submission] A1 --> D2{PC Review and Recommendation} D2 -- No --> A1 D2 -- Yes --> D3{DOF/HOC Approval} D3 -- No --> A1 D3 -- Yes --> A4[Inform PC, Admin and Teaching Staff] A4 --> A5[Admin Record] A5 --> End([End]) </pre> The flowchart illustrates the process for class cancellation and replacement. It begins with 'Start', leading to step [1] 'Application Submission'. This leads to step [2] 'PC Review and Recommendation'. If the recommendation is 'No', the process loops back to 'Application Submission'. If 'Yes', it proceeds to step [3] 'DOF/HOC Approval'. If the approval is 'No', it also loops back to 'Application Submission'. If 'Yes', it proceeds to step [4] 'Inform PC, Admin and Teaching Staff', then to step [5] 'Admin Record', and finally to 'End'.	1. The Teaching Staff shall complete the Class Cancellation and Replacement Form for any cancellation and/or replacement of a scheduled class and submit the completed form to the Programme Coordinator.	One week prior to the scheduled class.	Teaching Staff	QF 8.6.1 Class Cancellation and Replacement
	2. Programme Coordinator shall review the application and recommend it to the DOF/HOC for approval.	One working day	Programme Coordinator	QF 8.6.1 Class Cancellation and Replacement
	3. The DOF/HOC shall review the application and approve or reject the request.	One working day	Dean of Faculty/Head of Centre	QF 8.6.1 Class Cancellation and Replacement
	4. The DOF/HOC shall inform the decision to the PC, Admin and Teaching Staff.	One working day	Dean of Faculty/Head of Centre	QF 8.6.1 Class Cancellation and Replacement
	5. Upon approval, the FA/CA shall record the class cancellation and replacement in the QF 8.6.2 Class Cancellation and Replacement Record and monitor the status of the replacement class.	Two working days	Faculty/Centre Admin	QF 8.6.2 Class Cancellation and Replacement Record