

FIRST CITY UNIVERSITY COLLEGE QUALITY PROCEDURE CLASS CANCELLATION AND REPLACEMENT	Document No	QP 8.6
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1.0 Purpose

This procedure describes the process to request approval for class cancellation and replacement.

2.0 Scope

This procedure applies to all scheduled classes.

3.0 Responsibilities

- 3.1 Teaching Staff
- 3.2 PC
- 3.3 DOF/HOC
- 3.4 FA/CA

4.0 Procedure

- 4.1 The Teaching Staff shall complete the **QF 8.6.1 Class Cancellation and Replacement Form** for any cancellation and/or replacement of a scheduled class at least one (1) week prior to the scheduled class, where practicable, and submit the completed form to the Programme Coordinator.
- 4.2 The Programme Coordinator shall review the application and recommend it to the DOF/HOC for approval.
- 4.3 The DOF/HOC shall review the application and approve or reject the request, and inform the decision to the PC, Admin and Teaching Staff.
- 4.4 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.

Note:

- (a) All cancelled classes must be replaced to ensure fulfilment of teaching and learning hours.
- (b) Replacement classes shall:
 - be conducted within the teaching week of the same semester; and
 - be agreed upon by all registered students of the course.

5.0 Definition

Teaching Staff refers to the lecturer(s) assigned to teach the course.

PC refers to Programme Coordinator.

DOF/HOC refers to Dean of Faculty/ Head of Centre.

FA/CA refers to Faculty/Centre Administrator.

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6.0 Attachment

- QF 8.6.1 Class Cancellation and Replacement
- QF 8.6.2 Class Cancellation and Replacement Record
- FC 8.6.1 Class Cancellation and Replacement

7.0 Reference

NIL