**SAMPSON COMMUNITY COLLEGE**

**MAKEUP PLAN FOR MISSED OR CANCELLED CLASSES**

Time must be made up for any curriculum instructional time that is missed or cancelled for any reason, including inclement weather. Class time may be made up at another date or by an alternative method. Sampson Community College recognizes several methods as described below for making up class time.

When class sessions are missed, instructors are responsible for determining with the Registrar and the VP of Academic Affairs how missed class hours will be made up. Instructors also are responsible for informing their supervisors and for completing this form.

I certify that missed or cancelled class time was/will be made up as follows:

Class: \_ACA 122-OA\_\_\_\_\_\_\_\_\_\_\_ \_January 9, 2017\_\_\_\_\_\_\_\_\_\_\_\_ 0\_hrs.\_55mins.

Course Prefix/Number/Section Dates(s) Class Missed/Cancelled Time Missed

\_\_\_ Add additional classes or additional minutes to classes to provide equivalent instructional time.

The instructor must provide the specific date/time class was made up (see class roster):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date(s) Additional minutes met Total time made up

\_X\_\_ Provide Moodle online equivalent instruction. (This option is available only to faculty with

Moodle access either online, hybrid, or supplemental use.) Attach copy of assignment.

\_\_\_ Require extra out-of-class assignment(s) that provides equivalent instruction:

Approximate time to complete: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total minutes made up: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of assignment—attach copy of assignment:

\_\_\_ Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total minutes made up: \_\_\_\_\_\_\_\_\_\_

Description—attach copy of assignment:

Class cancellation caused by:

\_X\_ Inclement Weather \_\_\_ Personal illness \_\_\_Family illness/death \_\_\_ Other—describe

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dept/Div Chair’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VP of Academic Affairs’ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Makeupplan-missedclasses-5-09



