# Lost Instructional Time Report

# Due to Campus Closure or Class Cancellation

In the event that a class is cancelled due to a campus closure/late start (as a result of inclement weather or other emergency) or a faculty/instructor absence (related to unexpected circumstances), faculty/instructors must develop an alternative method to provide students with comparable instruction to make up lost instruction times.

When a campus closure/late start or a faculty/instructor absence occurs, faculty/instructors impacted are to complete the following report to ensure required contact hours are met and submit to the supervisor, department chair or branch campus academic director.

Faculty/instructor Name: Department:

Campus: Choose campus If off-site/other, please indicate location:

Course Title: Course #:

Date of closure/late start: Click here to enter a date. Reason for closure/late start: Choose an item.

If other emergency or faculty/instructor cancellation, please describe:

Number of contact hours impacted:

Provide a detailed description of the plan to make up the lost instructional contact hours:

Faculty/Instructor Signature: Date:

Department Chair Signature: Date:

Branch Academic Director Signature: Date:

Once approved, the division dean is to store the document on the T: drive in the Deans/Lost Instruction Time folder for the appropriate division