

AURORA COLLEGE

POLICY

Aurora College recognizes that the student is entitled to the instructional hours as identified in the approved course outline.

PRINCIPLES

1. Aurora College recognizes the importance of regular and consistent contact between instructors and students in order to contribute to standards of excellence.
2. College programs must continue to model other workplace standards in terms of consistency.
3. A student's reasonable expectations for classroom instruction must be met.
4. The College recognizes that a situation may arise when an instructor can not be available for a scheduled class.

PROCEDURES

1. The instructor who is unable to attend a class, must notify his/her Program Manager.
2. The instructor in consultation with the Program Manager;
 - i. will reschedule with approval of all students, or,
 - ii. will assign a suitable alternate instructor
3. The instructor shall make a reasonable effort to reschedule a cancelled class time, when all the students are available, during regular College hours in the same term. If a class is to be rescheduled, the alternate time must be agreed to by all students in the class.
4. If #2 above cannot be met, then cancellation of the class may occur, if the course objectives are not jeopardized and with approval of the Director.