

## **Class Cancellation Procedures**

### **Cancellations between 8:00 AM and 4:30 PM**

The faculty member is responsible for notifying students, the department secretary and department chair if a class will be canceled.

The department is responsible for posting the cancellation notice on the bulletin board outside the classroom door.

*\*\*Note: Any calls regarding class cancellation information will be referred to the department.*

### **Cancellations between 4:30 PM and 8:00 AM**

The faculty member is responsible for notifying students, the department secretary and department chair if a class will be canceled.

The faculty member should also notify the police department in order to have the cancellation notice posted to the bulletin board outside the classroom door.

### **Purdue Porter County cancellations**

The faculty member is responsible for notifying students, the department secretary and department chair if a class will be canceled.

The department is responsible for notifying the building secretary of the class cancellation.

The PNC-P building secretary will post the cancellation notice to the bulletin board outside the classroom door.