

## Meeting and Conducting Classes

**Original Implementation:** June 16, 1982

**Last Revision:** November 2, 2015

Faculty members will meet their assigned classes at the officially scheduled times and places. When a faculty member cannot meet an assigned class, the faculty member will notify the academic unit head prior to the scheduled class meeting, or as soon as possible after the start time of the class, so that a timely announcement can be made to the students. Courses will be conducted in accordance with the descriptions contained in the university's General Bulletin and Graduate Bulletin.

Exceptions to the above may be made with appropriate academic unit head approval.

**Cross Reference:** General Bulletin, Graduate Bulletin, Faculty Handbook

**Responsible for Implementation:** Provost and Vice President for Academic Affairs

**Contact for Revision:** Provost and Vice President for Academic Affairs

**Forms:** None

**Board Committee Assignment:** Academic and Student Affairs