

Meeting Classes Policy

(Revised January 29, 1999)

(Revision draft August 2005)

(Revised. COB Ad. Council November 11, 2006)

(Revision Approved by COB Faculty May 8, 2007)

All faculty are expected to meet classes as scheduled. If faculty members are unable to meet classes due to illness or official business, they need to transmit the required documents to start the permission mechanism. (See Faculty Absence process)

In cases where faculty members are ill ---especially in emergency situations ---they need to inform their Department Chairs. Faculty who are ill must complete the appropriate sick leave form.