

## Class Cancellation Procedure

- Class cancellation notifications are the responsibility of the individual instructor.
- All class cancellation notifications should be made **at least 1 ½ hours prior to class start time**. (Please submit as early as possible so that students will be notified in a timely manner)
- **Notification of Class Cancellations**

Instructor sends one *email* to:

- [neohelpdesk@neo.edu](mailto:neohelpdesk@neo.edu)

cc:

- Department Chair
- Departmental secretary
- David Frazier ([david.frazier@neo.edu](mailto:david.frazier@neo.edu))
- If class is at the NEO-Grove Center ([neogrove@neo.edu](mailto:neogrove@neo.edu)) (send a copy to Elsie Grover, [elsie.grover@neo.edu](mailto:elsie.grover@neo.edu))

**\*It is important to include all persons on the list. If the notification occurs before the campus is open for business, Mr. Frazier or the Help Desk personnel will be able to post the cancellation from a remote location.**

- Include the following information:

Date of Cancellation	Time	Instructor	Event Cancelled  (All Classes, 8am class. 9:30am class, etc.)

- The IT department will then post the cancellation on the website.
- Departmental secretary will post cancellation signs on the classroom door.

**Department Chair contact information:**

	Department Chair	Department Secretary
<b>Liberal Arts</b>	<a href="mailto:jbirdsong@neo.edu">jbirdsong@neo.edu</a>	<a href="mailto:bpatterson@neo.edu">bpatterson@neo.edu</a>
<b>Business &amp; Technology</b>	<a href="mailto:joyb@neo.edu">joyb@neo.edu</a>	<a href="mailto:business@neo.edu">business@neo.edu</a>
<b>Agriculture</b>	<a href="mailto:Mckenzie.nygren@neo.edu">Mckenzie.nygren@neo.edu</a>	<a href="mailto:gentrsh@neo.edu">gentrsh@neo.edu</a>
<b>Natural Sciences</b>	<a href="mailto:Steve.dixon10@neo.edu">Steve.dixon10@neo.edu</a>	<a href="mailto:amesraz@neo.edu">amesraz@neo.edu</a>
<b>Nursing, Allied Health &amp; Physical Education</b>	<a href="mailto:demorgan@neo.edu">demorgan@neo.edu</a>	<a href="mailto:ddelafu@neo.edu">ddelafu@neo.edu</a>