

**UNEXPECTED DELAY OF INSTRUCTOR**

**Policy Number:** 222

**Categorized:** [Academic](#)

**Responsible Office:** Chief Academic Officer

**Subject:** Unexpected delay of instructor in meeting class

**Related Policies:**

**Procedures:** N/A

**Additional Information:**

**Effective Date:**

**Last Reviewed Date:** 07/7/2021

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**1. Scope**

This policy applies to all classes.

**2. Policy Statement**

Students must wait for their instructor for 15 minutes for a 50-minute class. For a longer class, students should wait 30 minutes. If no instructor or other instructions arrive in that time the students may leave.

A faculty member who is delayed for class must notify the appropriate administrative office. The appropriate administrator shall post a notice in the classroom giving instructions to the students.

**3. Definitions**

N/A

**4. Procedures**

N/A

**5. Authority**