

**Department of Psychology, College of Social and Behavioral Sciences
California State University, San Bernardino
Class Cancellation or Alternative Arrangement Form**

A Note from the Chair

Faculty and Teaching Associates,

If you need to cancel or make alternative arrangements for any class session, please let the Department know by sending an email to our support staff (Jacqueline Carrillo or Xavier Aguayo) <psychostaff@csusb.edu> and complete this form. University and College policies require the Department Chair to keep a record of every class that did not meet on the scheduled date or with the scheduled instructor.

You should submit this form electronically to our support staff at least one week in advance of an anticipated missed class. When a change is made unexpectedly, please submit the form within a week of when the class was canceled.

Please make every effort to arrange coverage for any class you are unable to cover. If you need to miss more than one scheduled class for a particular course, please stop by to discuss the specifics with me. Chronic class cancellations are reported to the Dean of the College of Social and Behavioral Sciences. Thank you for your attention!

Michael Lewin, Chair

Name:

Date:

Date(s) involved in class cancellation/alternative arrangements:

Course(s) involved:

Reason(s) for class cancellation/alternative arrangements:

The reason(s) must be legitimate, e.g., attending or presenting a paper at the WPA Conference; or due to illness or sickness. "Out of town" is not a sufficient reason.

Arrangements made to cover class(es):

If rescheduling is involved, the rescheduled time must be agreeable to all students.