

# Class Cancellation Policy & Procedures for Credit Courses

In case of illness or emergency which requires faculty to miss or delay a class session, please follow the procedure listed below:

- Faculty should notify students via email, Blackboard, texting, etc., with a copy to their division administrative assistant.
- Faculty should notify students at the beginning of a semester as to how they will communicate to them regarding the cancellation of a class

Division Administrative Assistants:

- **Health**
  - Josefina Tavaras; 978-655-5877 - [jtavaras@necc.mass.edu](mailto:jtavaras@necc.mass.edu)
  - Donna Evers; 978-655-5878 – [devers@necc.mass.edu](mailto:devers@necc.mass.edu)
- **Liberal Arts**
  - Julie Carey; 978-556-3394 – [jcarey@necc.mass.edu](mailto:jcarey@necc.mass.edu)
  - Tammy Foster; 978-556-3838 – [tfoster@necc.mass.edu](mailto:tfoster@necc.mass.edu)
- **TAPSS** (Technology, Arts, Social Professions & Science)
  - Trish Butler; 978-556-3879; [t1butler@necc.mass.edu](mailto:t1butler@necc.mass.edu)
  - Maureen Lundergan; 978-556-3360 – [mlundergan@necc.mass.edu](mailto:mlundergan@necc.mass.edu)

**Please be sure to copy your division administrative assistant on your communications to your students.**