SUFFOLK COUNTY COMMUNITY COLLEGE
MAKE UP OF LOST INSTRUCTIONAL TIME

Any class time missed will be made up/covered by one or a combination of the methods listed below. This form should be completed as soon as possible upon your return to classes. This process will be in effect anytime the College cancels classes due to inclement weather or other emergency. Please use a separate form for each class missed and submit the completed form to your Dean.

Course information: __________________________________________________________ (Course Prefix, Number, Name, Section)

Date(s) class missed: _________________________________________________________

Total amount of class time missed: Hours _______ Minutes _______

Class time will be made up by one or a combination of methods listed below (please check those that apply):

____ Hold a make-up class or classes on a date and time which is acceptable to class members.

____ Hold class electronically, using a web-based source such as Blackboard, only when all class members have access to the technology.

____ Make up the missed instructional time within remaining class meeting time, by modifying and/or adding class assignments, papers, exams, quizzes, and/or activities.

____ Other. Please describe: ____________________________________________________

__________________________________________
(Print Instructor's Name) (Date)

APPROVED By Department Chair

__________________________________________
(Signature) (Date)

__________________________________________
(Print Name) (Department)