

Providence University Regulations on Faculty's Rescheduling Classes

Amended at the Academic Affairs Meeting on March 8, 2017

- Article 1 The Providence University Regulations on Faculty's Rescheduling Classes are established to regulate the rescheduling of classes due to faculty on leave.
- Article 2 Upon receiving the class schedule, the faculty shall contact, within the specified timeframe, the Div. of Registration and Curriculum for necessary rescheduling to facilitate the process of course registration.
- Article 3 As a principle, once the class schedule for a semester is announced, the schedule should not be changed to ensure students' right in course registration. Should it be necessary to change the class schedule under special circumstances, the faculty member shall fill out the Faculty Class Time Change Form at the Div. of Registration and Curriculum prior to the beginning of Drop/Add. The students of the subject class shall first agree to the change; then the request shall be approved by the pertinent Head of department (institute) and the Dean of Academic Affairs before it can be processed by the Div. of Registration and Curriculum.
- Article 4 The class rescheduling procedure is as follows:
- A. Full-time faculty's request for leave shall be approved first in accordance with the *Regulations on Leave Request for Faculty and Staff* and complete the class rescheduling request procedure on the university e-Campus.
 - B. Part-time faculty shall file the request for class rescheduling on the university e-Campus.
- Article 5 When an instructor arranged a field trip out of the necessity of a class during class hours, the said instructor shall fill out the Application for Field Trip at the pertinent unit for approval by the unit head and the Dean of the college and notify the Div. of Registration and Curriculum at the Office of Academic Affairs and the Div. of Student Assistance at the Office of Student Affairs.
- Article 6 Where an instructor is absent without applying for leave, the head of the pertinent unit shall report the absence to the Office of Personnel.
- Article 7 These Regulations shall enter into force upon the approval of the Academic Affairs Meeting; the same procedure applies to the amendments.

Adopted at the Academic Affairs Meeting on November 1, 1995

Amended at the Academic Affairs Meeting on December 28, 2005

Amended at the Academic Affairs Meeting on October 8, 2014

***The Chinese version of the document shall prevail in case of any discrepancy or inconsistency between Chinese version and its English translation.**