Today’s Date:

Date of Class Cancellation:

[ ]  Check here that students in class were notified via email (mandatory)

Curriculum classes that are missed or not held must be documented on this form. The alternative instruction method chosen must be documented and submitted electronically to the Director within three working days after the missed class. *No form is required for periods when all ASU courses are cancelled.*

1. Instructor:

2. Course Number/Section (Ex. PE 1700-111):

3. Course Name:

4. Class Meeting Days:

5. Class Meeting Time: From-       To-

6. Class Meeting Location:

7. Instructional Activities: (Check all that apply and provide additional information as necessary)

 [ ]  Another ASU faculty member substituted (Must be an ASU employee)

 [ ]  Alternative class/laboratory assignments were given:

 Example: Students were instructed to complete an exercise routine on their own and

 documented the activities in their journals.

[ ]  Other (explain):

The method(s) documented here were chosen to ensure that the students’ course of study was not interrupted and the ASU Course Objectives were met.