



NEW YORK MEDICAL COLLEGE

A M E M B E R O F T O U R O U N I V E R S I T Y

School of Health Sciences and Practice

POLICY ON REPLACEMENT OF MISSED CLASSES IN THE SCHOOL OF HEALTH SCIENCES AND PRACTICE

Dated: February 21, 2024

Supersedes: Policy on Replacement of Missed Classes dated September 2, 2015

Last Review: February 21, 2024

I. PURPOSE

To ensure that courses meet the minimum required in-person (classroom-based and zoom-based) hours per semester (45 hours for 3-credit courses or 60 hours for 4-credit courses).

II. POLICY

Courses have a minimum of 45 in-person (classroom-based and zoom-based) hours for a 3-credit course (60 hours for a 4-credit course) in the public health, speech-language pathology, and physical therapy programs. Holiday scheduling and/or cancellation of classes due to weather or other events may result in a loss of contact hours. In these instances, hours missed may be replaced by alternative arrangements designed to minimize the impact on start and end dates of the semester.

These alternatives are to be used only to cover official school closings; for example, holidays and weather-related cancellations. Any additional rescheduling of on-campus classes or replacement of on-campus classes with alternatives requires prior approval by the appropriate Department Chair/Chief.

III. SCOPE

This policy applies to all courses taught in the School of Health Sciences and Practice.

IV. PROCEDURE

- A. Courses which are affected by scheduled school holidays will be identified during schedule development. Those classes affected will be required to have a plan for replacement of lost contact hours using an alternate approach.
- B. The course syllabus must be amended to reflect the change. In any case, no assignments or general class communication from the instructor may be posted or due on any religious holiday or any Saturday during the semester.

V. EFFECTIVE DATE

This policy is effective immediately.

VI. POLICY MANAGEMENT

Executive Stakeholder: Dean, School of Health Sciences and Practice
Oversight Office: Dean's Office, School of Health Sciences and Practice