

## INSTITUTIONAL DIRECTIVE 8-27

August 15, 2005

### Title: Approval of Activities Affecting Academic Class Instruction

#### I. Purpose

The purpose of this directive is to set forth procedures and denote responsibilities for prior approval of any activities which serve to reduce or otherwise interfere with academic classroom instructional time or routine operations.

#### II. Policy

It is the policy of Piedmont Technical College that all activities interfering with the routine operations of a significant number of academic classes be approved in advance by the responsible party. Such activities would include administration of surveys, cancellation of classes for special college events, and the like.

#### III. Procedures and Responsibilities

- A. Relevant activities occurring within a single department require approval in advance by the department head.
- B. Relevant activities occurring within a single division require approval in advance by the division dean.
- C. Relevant activities affecting courses in more than one academic division require approval in advance by the Chief Educational Officer.
- D. Relevant activities initiated from outside of the academic division require prior notification of the Chief Educational Officer and the appropriate dean(s) and department chair(s).
- E. Implementation of this policy is the responsibility of the Chief Educational Officer.
- F. In making decisions regarding the cancellation of classes, consideration must be given to the county centers and all PEN courses, as cancellations may also affect classes at other locations.

Office of Responsibility: Vice President of Educational Affairs

Signature on File      8/15/05  
Approved for Publication      Date