

Information Regarding Class Cancellations, Makeup Classes, and Substitute Teaching

Rules for Scheduling a Makeup Class

1. Please schedule makeup class(es) on any of the designated days mentioned in the academic calendar. Please refer to the "Academic Calendar" for details. If your makeup class is in conflict with other makeup class(es), you may be requested to reschedule your class accordingly. Note that a different classroom may be allotted for a rescheduled class than previously requested.
2. During a makeup class, do not hold any important presentation/practice/quiz which may be used for your overall grade assessment. Please note that this rule also applies to makeup classes scheduled as the final class of the semester. Since a makeup class substitutes for a regular class cancelled by the lecturer, there might be some students who may not be able to attend a makeup class as it might come in conflict with another makeup class already scheduled.
3. If a student cannot attend a makeup class as it is in conflict with another makeup class that he/she must attend and the makeup class is a lecture-style class, the class will be video recorded. If the makeup class employs teaching styles, such as giving a classroom exercise, conducting an experiment/practice or providing training skills, the class will not be recorded.

Policy regarding Class Cancellation, Makeup class and Substitute teaching approved at Faculty Meeting on July 6th 2005

Class Cancellation

1. Cancellation is permitted only twice per course, per semester, except when the cancellation is caused by admission examinations or the Keio-Waseda Baseball Game. If classes are cancelled more than three times, the lecturer must submit an application in advance and receive an approval from the SFC Steering Committee to that effect. If classes are cancelled due to sudden illness of the lecturer, approval at the SFC Steering Committee must be sought by submitting a sick leave application together with a medical certificate.
2. No lecturer should cancel the first class of the semester. If a makeup class is held for the final class of the semester, events related to grade assessment must not be held.

Makeup Class

3. Makeup class must be held within one month before or after the day of cancellation. No substitute teaching is allowed for makeup class. Application is due one week before the makeup class date.

Substitute Teaching

4. Substitute teaching is allowed only for two times in a semester for one course, except when classes are cancelled during admissions examination. Distance learning classes are also regarded as substitute teaching as the designated course teacher is not present in the classroom. Lecturers should submit an Application for Substitute Teaching (in free format) to the academic affairs office prior to holding such classes.
- * Please note that if an accident occurs during the absence of a teacher, the lecturer and the university will be held responsible. In order to avoid such untoward incidents, you are advised to find a substitute teacher and prepare the application in advance. If lecturers would like to have substitute teaching class more than three times, they must submit an application in advance and receive an approval from the SFC Steering Committee.
5. Substitute teachers must be tenured lecturers at the Faculty of Policy Management, the Faculty of Environment and Information Studies and the Graduate School of Media and Governance. Professor (non-tenured), Associate Professor (non-tenured) or Assistant Professor (non-tenured) or part-time lecturer may become a substitute teacher when he/she has already been approved to teach the course by the personnel committee.
6. Students currently enrolled at the Graduate School of Media and Governance are eligible to become substitute teachers in Seminar (kenkyukai).