



## School of Pharmacy

### **Policy for transmission failures:**

#### *Inability to Transmit Class Due to Technology*

On rare occasions, classes may not be able to be transmitted due to technology problems (e.g. loss of university internet). The following steps will be taken if a class is unable to be transmitted:

1. The affected class(es) will continue on the originating campus and the students on the opposite campus will be excused from class. If there were assignments, quizzes, minute papers during this session, the course coordinator and/or lecturer will contact the students to let them know how these assignments will be managed.
2. Following the class, the recorded session(s) will be uploaded or released onto the blackboard course site for viewing. The length of time that these videos will be available may be limited, but should be available for viewing for at least 1 week after the video stream became available for viewing.
3. The lecturer(s) will arrange for a method or time in which they will be available to answer questions from the students. This could be in the form of a scheduled on-line chat session, a polycom supplemental instruction period, a wimba-based chat session, etc.
4. The lecturer and/or course coordinator also have the option of canceling class and will inform the students on how this will affect the course schedule.