

PROCEDURES FOR CANCELING CLASSES OR CLOSING THE COLLEGE (Answer Book VIII-2, December 4, 1987)

I. Canceling Classes

In cases of severe inclement weather the college may cancel all classes for students. When such action is taken, the following procedures will be observed on both the Parkersburg and Jackson County campuses.

Radio and TV stations will be notified when classes are canceled. When a morning announcement is made that all classes are canceled, the cancellation will normally apply to both day and evening schedules. The announcement will be made by 6 a.m.

In some cases, early morning classes may be canceled and classes will start on a regular basis later in the day.

Should weather conditions occurring during the day necessitate cancellation of evening classes, the announcement should be made no later than 3 p.m.

It is not the prerogative of individual faculty members to cancel their classes because of inclement weather. The Dean of Academic Affairs in cooperation with division chairpersons will make such decisions. If a faculty member cannot meet a scheduled class because of extraneous conditions, he/she is to notify his/her division chairperson.

Effective with the 1985-86 academic year, the following guidelines are used in the instructional area of the college with respect to scheduling make-up days to cover loss of instruction due to class cancellations because of inclement weather.

1. If emergency closings cause the loss of one week's instruction in any course (e.g., one three-hour evening class, two 75-minute daily classes, or three 50-minute daily classes) or less than one week's instruction, the faculty members have responsibility of any necessary make-up for work lost. They will inform their respective division chairs of the means being used for this make-up.
2. If emergency closings cause the loss of more than one week's instruction in any course (e.g., more than one three-hour evening class, more than two 75-minute daily classes, or more than three 50-minute daily classes), the Dean's Council and appropriate faculty and student representatives will work out an acceptable schedule of make-up days for those classes that have lost in excess of one week's instruction. Make-up days, if needed, will be scheduled either during announced Spring Break or during the week that is identified for semester examinations. Students will be notified of such plans.

II. Closing the College

In the event that an emergency exists, the president, in conjunction with local or state public safety officials, has the authority to comply with the emergency situation and close the college. Such a declared emergency could occur under extremely severe weather conditions which causes public safety officials to declare an emergency and other city, county and state agencies are forced to close.

The college will not close due to inclement weather.