2.10 Inclement Weather

Last Revised: January 2011

Policy: If weather conditions are sufficiently severe to cause hazardous driving conditions and/or limit accessibility to the campus and campus parking areas, the President or his designee will decide if classes are to be cancelled.

Purpose/Definitions: N/A

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Administrative Services and the Vice President, Instruction and Student Development have monitoring authority for this policy.

Procedure: Announcements regarding the cancellation of classes due to inclement weather or natural disasters will be made as soon as possible in order to eliminate the need of telephoning or the unnecessary start of travel. Attempts to publicize decisions affecting day classes will be made by 6:00 a.m. at the latest, and evening class cancellations will be publicized by 4:00 p.m. on the affected days. Class cancellations will be publicized on major radio stations serving the following counties: Person, Caswell, Granville, Alamance, Durham, and Orange, and Halifax and Pittsylvania counties in Virginia. The following television stations will carry notices of class cancellations: WTVD Channel 11, WRAL Channel 5, and WFMY Channel 2. Once cancellations have been aired on any station(s), the plan will be maintained for that day and/or evening. In addition, the message will be available on the automated attendant message at 599-1181 and 694-5707. The College will also send cancellations by e-mail to employees and students. If no cancellation announcement is disseminated, classes will be held as scheduled.

The President or his designee will make decisions and announcements regarding the cancellation of classes due to inclement weather. If the College has begun the workday and an individual finds it necessary to leave prior to the official closing of the College due to weather conditions, they may take annual leave for the hours missed. Also, if the College is operating on its normal work schedule and an employee feels that they cannot come to work due to weather conditions, the employee will be required to take annual leave for the hours missed.

Individual classes that are unable to meet the scheduled hours for the semester due to inclement weather shall be rescheduled in the best interest of the students and the College or made up using an outside assignment, including Blackboard. Any class makeup hours are to be scheduled not later than the official end of the semester according to the North Carolina Community College calendar or the end of the Continuing Education reporting period. Faculty members will fill out the class makeup form and submit it through their supervisor to the Vice President, Instruction and Student Development or the Vice President, Continuing Education, as appropriate. The Vice President, Administrative Services and the Dean, Student Development will then be notified of the makeup schedule.

For face-to-face classes that miss any meetings due to cancellation prior to the census date, the College will recalculate the census date. The same procedure will apply to hybrid classes that miss the face-to-face portion prior to the census date. Classes that are online will adhere to the original census date and will not be impacted by cancellations due to adverse weather.
All of the above stipulations also apply if the individual instructor cancels a class when all classes have not been cancelled. The instructor must notify the appropriate College officials (Dean, Director, Vice Presidents) in advance of their departure from campus or must call if they are not already on campus.

Legal Citation: G.S.115D-20

PIEDMONT COMMUNITY COLLEGE
MAKE UP PLAN FOR MISSED CLASS

DATE:

Class Prefix:  Class Number:  Section Number:

Please check the option chosen to make-up instruction for the Semester:

☐ Web-based instruction to make up missed work (please briefly describe):

☐ Added time to remaining class meetings:  Please specify additional time:

☐ Class meets on alternate day:  Please designate the date:

☐ Substitute instructor:  Name:

☐ Out of class assignment (please briefly describe):

Instructor Name:  Date:

Dean/Director:

Please complete this plan and submit it to your Academic Dean (Curriculum)/Director (Continuing Education) within one week after the date that the class was missed. If you plan on using the designated make up day, no submission is necessary. Once approved, your Dean/Director will return this plan to you. You should retain this form until the end of your class and turn it in with your final attendance and grade report. Please modify your final attendance report to reflect the schedule change shown in this plan. Also, make up plans may not consist of reading assignments or other tasks that are considered homework assignments.

COMPLETE A SEPARATE FORM FOR EACH COURSE YOU TEACH!