2.10 INCLEMENT WEATHER

Last Revised: January 2011

Policy Statement: 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: The VP, Administrative Services and the VP, Instruction & Student Development have monitoring authority for this policy.

Procedure: Announcements regarding the cancellation of classes due to inclement weather 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, he/she may take annual leave for the hours missed. Also, if the College is operating on its normal work schedule and an employee feels that he/she 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 for Administrative Services and the Dean, Student Development will then be notified of the makeup schedule.

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 his/her departure from campus or must call if he/she is not already on campus.

Legal Citation: G.S.115D-20
2.10 Exhibit

Class Makeup Form
(Please complete a separate form for each class.)

Class/Section/Semester: ____________________________________________________________

Instructor: _______________________________________________________________________

Please complete the appropriate option for make-up instruction:

Web-based instruction to make up missed work (provide a brief description):
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Added time to remaining class meetings (please specify additional time): _________________

Class meets on alternate day (please indicate the date): _________________________________

Substitute instructor (please provide instructor’s name): _________________________________

Out of class assignment (provide a brief description):
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

__________________________
Signature, Dean/Director

__________________________
Signature, Vice President, Instruction & Student Development / Vice President, Continuing Education

Cc: Vice President, Administrative Services

If you plan to make up class on the designated make up day, submission of this form is not needed. Please complete this form and submit it to your Academic Dean (Curriculum)/Director (Continuing Education) within one week after the date class was missed. Your Dean/Director will return this form to you once approved. Please retain this form until the end of the semester and submit it with your final attendance and grade report. Be sure to modify your attendance report to reflect the schedule change as indicated on this form. Make up assignments may not consist of reading assignments or other tasks that are considered homework assignments.