

## **2.10 Inclement Weather**

**Last Revised:** October 2024

**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 designee will decide if classes are to be cancelled.

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**Purpose/Definitions:** N/A

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

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### **Procedure:**

#### Section 1: Making the Decision

- 1.1. The President or designee, in collaboration with Facility Services, will make decisions and announcements regarding the cancellation or change of modality of classes due to inclement weather.
  - 1.1.1. In the president's absence, the Vice President, Administrative Services/CFO and the Vice President, Instruction/CAO will collaborate to make the decision and announcement regarding changes due to inclement weather.

#### Section 2: Announcing the Decision

- 2.1. Announcements regarding the cancellation or change of modality of classes due to inclement weather will be made as soon as possible to mitigate the need of telephoning or the unnecessary start of travel.
  - 2.1.1. Attempts to publicize decisions affecting day classes will be made by 6 a.m. and evening classes by 4 p.m. on the affected days.
- 2.2. Class cancellations or changes of modality will be publicized on major radio and television stations serving the region.

2.2.1. The radio stations notified are:

2.2.1.1. WRXO/WKRX – Roxboro (96.7 FM)

2.2.1.2. WAKG – Danville, VA (103.3 FM)

2.2.1.3. WRAL– Raleigh (101.5 FM)

2.2.2. The television stations notified are:

2.2.2.1. WTVD – Channel 11

2.2.2.2. WRAL – Channel 5

2.2.2.3. WFMY – Channel 2

2.2.2.4. WNCN – Channel 17

2.3. Once cancellations or changes of modality have been aired on any station(s), the plan will be maintained for that day and/or evening.

2.4. A message will be available on the automated attendant message at (336) 599-1181 and (336) 694-5707.

2.5. The College will also send cancellations or changes of modality through the College's alert system which may be by email, phone, or text.

2.5.1. For more information about the College's alert system, visit

<https://www.piedmontcc.edu/alert/>

### Section 3: Annual Leave

3.1. 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 be required to take annual leave for the hours missed.

3.2. If the College is operating on its normal work schedule and an employee feels they cannot come to work due to weather conditions, the employee may be required to take annual leave for the hours missed.

3.2.1. If the employee is an instructor, the instructor should notify the appropriate supervisor in advance of their departure from campus or should call if they are not already on campus.

### Section 4: Missed Classes

- 4.1. 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 a virtual meeting/lecture or via an outside assignment through the learning management system.
- 4.2. Any class make-up hours are to be scheduled no 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.
- 4.3. For classes that meet face-to-face, a make-up day will be designated by the Student Development office.
  - 4.3.1. Faculty may choose to use the designated make-up day or a virtual class meeting to make-up the missed hours.
  - 4.3.2. If neither of these options is used, faculty members will fill out the Make-Up/Substitute Plan for Missed Class (Exhibit 2.10) form and submit it to their instructional dean within one week of the date that the class was missed.
- 4.4. The Vice President, Student Development, in collaboration with the Vice President for Administrative Services/CFO, will notify the College of any updates to the Academic Calendar.
  - 4.4.1. The College will recalculate the census date for face-to-face classes that miss any meetings due to cancellation prior to the census date.
  - 4.4.2. Online and hybrid classes or classes that have used an out-of-class assignment or web-based instruction to make up class time will adhere to the original census date and will not be impacted by cancellations due to inclement weather.

Section 5: Closures for Other Adverse Conditions

- 5.1. Should a campus need to close for adverse conditions other than inclement weather, the procedures outlined in the previous sections shall be followed.

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**Legal Citation:** [N.C.G.S.115D-20](#)

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**History:** Effective January 1988, January 1991, October 2001, January 2011, November 2020, July 2022, October 2024

**Exhibit 2.10: Make-Up/Substitute Plan for Missed Class**

**PIEDMONT COMMUNITY COLLEGE  
MAKE-UP PLAN FOR MISSED**

**MISSED CLASS:**

\_\_\_\_\_

*Class Prefix/Number/Section  
Ex. HIS 121.01C*

**Date of Missed Class:**

\_\_\_\_\_

*(MM/DD/YY)*

Semester

Fall \_\_\_\_\_

Spring \_\_\_\_\_

Summer \_\_\_\_\_

**Please check the option chosen to make-up instruction:**

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: \_\_\_\_\_  
*(List Alternate class meeting date and time)*

Substitute Instructor: \_\_\_\_\_  
*(Please list Name)*

Out of class assignment (please briefly describe):

\_\_\_\_\_

**Instructor Signature :**

\_\_\_\_\_

**Dean/Director Signature :**

\_\_\_\_\_

Please complete this plan and submit it to your Instructional Dean within one week after the date the class was missed. If you plan on using the designated make-up day, no submission is necessary. Signed forms should be submitted to the Registrar's Office. 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!**

*Revised 7/18/2022*