This policy is intended for delays and closings related to inclement weather.

For natural disasters or other major events that may require the closing of campus or classes, refer to the *Emergency Operations Plan*.

This Campus Closure Policy applies to main campus and the following Winchester satellite locations: Health Professions Building, John Kerr Building, Bowman Building and Feltner Building. For policies pertaining to Scholar Plaza-Loudoun (SPL), the Inova Center for Personalized Health-Fairfax (ICPH), and off-site education cohorts, see Areas Adhering to Different Policies.

**GENERAL INFORMATION**

The Provost is responsible for decisions regarding class cancellations and is the official designated to authorize and post notification of class cancellations and campus closings.

Notice of class cancellations and campus closings will occur through the Emergency Alert System, and will be placed on area radio and television stations, the SU Web site and the university phone system. Specific information is listed at the end of this memo. In most cases, the Shenandoah University Child Care Center will open one hour before the university.

*If no cancellations are announced*, it should be assumed that the university is open and classes are being held.

**TIMING OF ANNOUNCEMENTS**

When possible, notification of the university closing or class cancellations will be made by the following times:

- Morning cancellation or closing—announcement out by 6 a.m.
- Afternoon cancellation or closing—announcement out by 10 a.m.
- Evening cancellation or closing—announcement out 2 p.m.

**WHEN CLASSES ARE NOT CANCELED**

Shenandoah’s residential population makes it imperative that the campus be closed only in the most severe circumstances. Therefore, most of the time, the university will remain open and all classes will be held even when weather is inclement.

- **Student attendance when classes are not canceled**
  Students should make their own decisions whether to risk driving in snow, ice or other severe weather conditions. All work in such cases can be made up as long as faculty members are promptly notified and the work is completed in a timely fashion.
Faculty canceling specific classes
In those rare instances when classes are held university-wide but a faculty member cannot get to class, that faculty member should work out a means of notifying his/her students. University-wide announcements will not be made for individual professors or programs.

Staff who cannot report to work
Staff who cannot reach campus, or those who feel they must leave before an official closing, should work with their supervisors to ensure that required work is accomplished. This may mean making up time at a later date or taking personal leave.

WHEN CLASSES ARE CANCELED OR THE UNIVERSITY IS CLOSED

When announcements state, “Shenandoah University classes are canceled,” the following will apply:
- Classes are canceled; administrative offices remain open
- Library, residence halls and food service remain open
- All Physical Plant and Public Safety services continue

When announcements state, “Shenandoah University is closed,” the following will apply:
- Classes are canceled; administrative offices are closed
- Only staff required to maintain essential functions remain at work
- Library provides only minimal service
- Residence halls and food service remain open
- Physical Plant and Public Safety services continue
- All activities and events are canceled, with the exception of Conservatory, athletic and other major public events. Those events will continue unless a separate announcement is made. This decision will be made by the provost in consultation with Director of Physical Plant and the appropriate dean, director or person in charge of the event.

LATE OPENING OR EARLY CLOSING

When a delayed opening is announced, classes that begin before the delayed opening time will not meet. Exceptions must be approved by the dean and provost and announced to students well in advance. Classes that begin at or after the delayed opening time will meet as usual.

When an early closing is announced, classes that begin at or after the early closing time will not meet. Classes that begin before that time will meet but will end at the early closing time.
AREAS ADHERING TO DIFFERENT POLICIES

Scholar Plaza (SPL-Loudoun): The SPL Coordinator will make decisions and announcements regarding SPL after consulting with the provost. These announcements will be posted on the SU Web site, Channel 6, TV channels 4 and 9, 92.5 WINC-FM and on the SPL phone system. Announcements about the cancellation of evening classes should be made by 2 p.m. that day.

Inova Center for Personalized Health (ICPH-Fairfax) The ICPH Coordinator will make decisions and announcements regarding ICPH after consulting with the provost. These announcements will be posted on the SU Web site, Channel 6, TV channels 4 and 9, 92.5 WINC-FM and on the SPL phone system. Announcements about the cancellation of evening classes should be made by 2 p.m. that day.

Education cohorts meeting off-site will follow the cancelation/closure policies of the local school system in which the class is held.

MEDIA AND CAMPUS ANNOUNCEMENTS

Emergency Alert System—student, faculty and staff must sign up to this text-based notification through the web site prior to inclement weather or campus emergencies. A text message will go to your mobile phone or email.

Web Site—Go to www.su.edu to see the campus-closing announcement. Because of their wide broadcast area, WINC or WUSQ will be notified first.

TV and Radio Stations—

<table>
<thead>
<tr>
<th>Radio:</th>
<th>TV:</th>
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</thead>
<tbody>
<tr>
<td>WINC FM – 92.5 FM Winchester</td>
<td>Winchester’s local Channel 6</td>
</tr>
<tr>
<td>WUSQ/Q102 – 102.5 FM Winchester</td>
<td>WHSV – Harrisonburg</td>
</tr>
<tr>
<td>The River – 95.3 FM</td>
<td>NBC – Channel 4</td>
</tr>
<tr>
<td>WAYZ – 104.7 FM Hagerstown, MD</td>
<td>WUSA – Channel 9</td>
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</tbody>
</table>

E2alerts via text and email Website (www.su.edu)

Campus Phones—Notices of class cancellations or university closings will be available through the Audix system on the main Shenandoah line (665-4500).
RESCHEDULING COURSEWORK IN THE EVENT OF A CAMPUS CLOSURE

In the event of a campus closure, causing faculty to miss contact hours, faculty have several options:

1. Faculty may hold class during the scheduled time for make-up that appears with the closure notice or within another mutually defined time through consultation with the deans/directors. Faculty should follow their standard attendance policy.
2. Faculty may reorganize their syllabus to absorb content and classroom work through regularly scheduled classes.
3. Faculty may use digital means to hold class, either synchronously through teleconferencing, chatting or discussion boards; or asynchronously through the Canvas course management system, web pages or some other means. Faculty should follow their standard attendance policy and make allowances to complete work at a later date if students do not have access to the Internet.
4. Faculty may offer an assignment in replacement of the contact hours. These assignments could include quizzes, papers, podcasts, research assignments, etc.

RESCHEDULING EXAMS IN THE EVENT OF A CAMPUS CLOSURE DURING FINAL’S WEEK

In the event of a campus closure during the week of finals, faculty have several options:

1. Faculty may offer the students the option to take the final either on the date for make-up that appears in the closure notice or within another mutually defined time through consultation with the deans/director to be no later than the add/drop period of the following semester. The university will follow the schedule as outlined for the day it closed. Faculty will have to coordinate with their department to find exam locations for returning students who wish to take the exam at the beginning of term.
2. Faculty may offer the exam as a take-home exam or use distance-learning means to have the students submit their final work (i.e. online exams through Canvas, podcasts of performance or presentations, web page creations, power point presentations, etc.).
3. Faculty may change the final exam assignment to something that can be done through digital means, such as a paper or a podcast.
4. Faculty may offer their classes the option of reassigning different weights to already completed course work (e.g. quizzes, exams, papers, portfolios, projects, presentations, etc.), thereby forgoing the final. However, if a student wants to take a final exam, faculty must grant that request and offer the student the option to do so within the time specified in #1.

For questions about this policy, please contact the Office of the Provost at 540-665-4525.