

**Class Cancellation**

It is the responsibility of the instructor to provide written instructions in each course to inform students of the procedures for learning, prior to class time, when a class has been cancelled in situations other than when the university is closed. When the university is closed, all classes are also cancelled. If weather conditions indicate that it is unsafe to travel to campus at normally scheduled times and this necessitates a weather delay (for example a 2 hour delay—meaning operations begin at 10 a.m.), then classes which are scheduled to begin prior to the designated opening time will also be cancelled. The notification procedures should be tested to determine their usefulness before an emergency arises. The procedures should work not only in response to overnight weather or events but also in response to weather or events that occur during the day. Included in the procedures should be a notification to the main department office of any class cancellation. Instructors are expected to ensure that course content is not materially affected by any reduction in class hours. If inclement weather prevents a student from safely attending class, an instructor should provide the opportunity to make up work without penalty.

Faculty members should choose appropriate procedures in determining their policy for informing students of class cancellation, at times other than when there is a weather delay or the university is closed.