

This Campus Closure Policy applies to main campus and all Winchester satellite locations (Health Professions Building and Medical Office Building II on the Winchester Medical Center campus; 333 West Cork Street; John Kerr, Bowman and Feltner Buildings), the Northern Virginia Campus, Shenandoah Conservatory Arts Academy, Center for Lifelong Learning and off-site education cohorts.

Unless an announcement specifically indicates otherwise, all announcements made from Winchester will be assumed to include all of the above Winchester locations. For policies pertaining to the Northern Virginia Campus, the Shenandoah Conservatory Arts Academy, the Center for Lifelong Learning and off-site education cohorts, see Areas Adhering to Different Policies.

GENERAL INFORMATION

The Senior Vice President & Vice President for Academic Affairs (SVP) 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. 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. In cases where extensive class time is missed due to weather, make-up classes may be arranged.

- **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. Radio announcements will not be made for individual professors or programs.

- **Staff members who cannot report to work**

Staff members 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; administrative officers and staff members report or continue to work
- Library remains open
- 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:

- Only staff required to maintain essential functions remain at work
- Classes are canceled
- Administrative offices are closed
- 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 SVP 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 time is announced for a delay in opening, it applies to all classes that begin on or after that hour.

- **Monday, Wednesday, Friday classes** will begin at the top of the hour (i.e. 10 a.m., 11 a.m.). Classes before the delayed opening time will not meet.
- **Tuesday and Thursday classes** will begin at 9:30 a.m. or 11 a.m. Classes before the delayed opening time will not meet.

When a time is announced for early closing, it applies to all classes that begin on or after that hour.

- **Example:** If the announcement says “Shenandoah University classes canceled at 3 p.m.,” all classes starting at 3 p.m. or later are canceled. Classes that started before 3 p.m. will meet.

AREAS ADHERING TO DIFFERENT POLICIES

Northern Virginia Campus

NVC Coordinator, Ashley Wisniewski, will make decisions and announcements regarding the Northern Virginia Campus after consulting with the SVP. These announcements will be posted on the SU Web site, Channel 20; TV channels 4 and 9, 92.5 WINC-FM and on the Leesburg phone system. Announcements about the cancellation of evening classes at the Northern Virginia Campus should be made by 2 p.m. that day.

Center for Lifelong Learning

These classes are canceled whenever Winchester City Schools close – whether or not the university’s regular classes are canceled. Staff still report to work unless the university is closed.

Shenandoah Conservatory Arts Academy will close when Shenandoah University is closed.

Education cohorts meeting off-site will follow the snow 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.

TV and Radio Stations—because of their wide broadcast area, WINC or WUSQ will be notified first.

WRC-TV – Channel 4	WUSA-TV – Channel 9
Comcast Cable Channel 6	Comcast Cable Channel 20
WHSV-TV – Channel 3	WINC -- 92.5 FM Winchester
WUSQ-- 102.5 FM Winchester	WZRV -- 95.3 FM Front Royal
WAYZ -- 104.7 FM Hagerstown, MD	

Campus Phones—Notices of class cancellations or university closings will be available through the Audix system on the main Shenandoah line (665-4500) and most main office phones.

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 Blackboard 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 Blackboard, 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 additional questions, please contact the Office of Academic Affairs at 540-665-4525.