



Inclement Weather Policy

2007-08

Office of the
Senior Vice President &
Vice President
for Academic Affairs

This *Inclement Weather Policy* applies to main campus and all Winchester satellite locations (Health Professions Building, Medical Office Building II on the Winchester Medical Center campus, West Cork Street, John Kerr Building and the Fairfax-Cameron Building), as well as the Northern Virginia Campus, Shenandoah Conservatory Arts Academy, 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 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 university official designated to authorize and post notification of class cancellations.

Notice of class cancellations 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 brochure.

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

Timing of Announcements

When possible, notification of 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 by 2 p.m.

When Classes Are Not Canceled

Shenandoah's residential population makes it imperative 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*—Any staff member who cannot reach campus, or who feels he/she must leave before an official closing, should work with his/her supervisor 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 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 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, except 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 the director of the physical plant and the appropriate dean, director or person in charge of the event.

Late Opening or Early Closing for Classes

When a time is announced for a delay in opening, it applies to all classes that begin on or after that hour.

Example: If the announcement says, “*Shenandoah University opens at 10 a.m.,*” classes that start at 10 a.m. and after will meet. Classes that start before 10 a.m. 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.,*” it means 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*—Decisions and announcements regarding the Northern Virginia Campus will be made by the NVC coordinator after consulting with the SVP. These announcements will be posted on the SU Web site, WCT Channel 20, TV-3 Winchester, Washington, D.C., 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.


*See next page for
a list of area radio and TV stations
and SU phone lines
that will carry
inclement weather announcements.*

Media Announcements

TV and Radio Stations

WRC-TV—Channel 4
WUSA-TV—Channel 9
Comcast Cable Channel 6
Comcast Cable Channel 20/WCT
TV3-Winchester—Channel 3

WINC — 92.5 FM Winchester
WUSQ— 102.5 FM Winchester
WZRV — 95.3 FM Front Royal
WAYZ — 104.7 FM Hagerstown

Because of their wide broadcast area, WINC and WUSQ will be notified first.

Campus Phones

Notices of class cancellations or university closings will be available through the Audix system on the following campus phones:

Main SU line	540-665-4500
Academic Affairs	4525
Arts & Sciences	4587
Business Office	4514
Business School	4572
Conservatory Office	4600
Education & Human Dev.	4643
Development	4512
Health Professions (all divisions)	5500
Occupational Therapy	5540
Pharmacy/Nursing/Resp.Care	1282
Physical Therapy	5520
Public Relations	4510
President’s Office	4505/4506
Student Affairs	4517