

## CAMPUS CLOSURE POLICY

This policy addresses closure of Shenandoah University physical locations as well as delays and cancellations of instructional, administrative and other in-person activities related to inclement weather. Unless otherwise announced, when a Shenandoah University location is closed for inclement weather, instructional activities for that location *may* continue virtually. As described in further detail below, employees with certain job responsibilities that need to be performed on campus will still be expected to report to work at the closed location, provided they are able to get there safely. Other employees will be expected to work remotely.

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

This Campus Closure Policy applies to all Winchester locations (main campus, Health Professions Building, John Kerr Building, Bowman Building and Feltner Building); Scholar Plaza-Loudoun (SPL); and the Inova Center for Personalized Health-Fairfax (ICPH).

The Vice President for Administration and Finance is responsible for decisions regarding campus closure and staff work responsibilities. The Provost is responsible for decisions regarding instructional activities and faculty work responsibilities.

Notice of campus closure and any adjustments to instructional activities or work responsibilities will be made 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.

**If no closures, cancellations or other changes are announced**, it should be assumed that campus is open and classes and other activities are being held as originally scheduled.

### **Timing of Announcements**

When possible, notification of the campus closings or delays or related changes will be made by the following times:

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

### **When a Location Is Closed**

When an announcement states that a particular SU location is closed, the following will apply for that location:

- Unless otherwise determined by the Provost, instructional activities will take place virtually in keeping with the [Virtual Learning Policy](#).
- Administrative offices will operate virtually utilizing employees who will be expected to work remotely. Supervisors should be in touch with employees in their areas with any special instructions.
- Most library services will be provided virtually.
- Residence halls, the Brandt Student Center and an appropriate level of food service will remain open.
- Physical Plant and Public Safety services will continue utilizing employees who will still be expected to work on location provided they can get there safely. In general, employees who are routinely expected to work in person when a location is otherwise closed will have this provision noted in their job description and/or in the provisions of their IWA (if any).
- All other in-person activities and events will be cancelled or held virtually with the following exceptions:
  - **Shenandoah University Child Care Center** may follow a different schedule from the rest of the university. In most cases it will open one hour before and close one hour later than the university, but specifics will be announced with each event.
  - **Athletics** may follow a different schedule from the rest of the university. Inclement weather announcements for athletics will be communicated via suhornets.com and social media outlets. The full athletics inclement weather policy can be found [here](#).
  - **Public events, including lectures, Conservatory performances and Admissions events**, will continue in person unless a separate announcement is made. The decision as to whether to hold in-person, hold virtually, or cancel such events will be made by the dean or director of the school or department holding the event in consultation with the Director of Physical Plant.
  - **University-sponsored group travel** (e.g., GEL or GCP) will continue as scheduled unless a separate announcement is made.

### **When Campus is Not Closed**

When SU locations remain open during inclement weather, faculty, staff and students should make their own decisions as to whether it is safe to drive, as conditions at their locations may be different from those at campus.

When a student determines that it is not safe for them to travel, they may usually participate in instructional activities virtually, provided they notify their instructor at least an hour ahead of the class or activity. Such virtual participation may be synchronous or asynchronous at the discretion of the instructor and may not be available for some instructional activities, including but not limited to clinical assignments. In those cases, students should be given an opportunity to make up the work if at all possible.

When an instructor determines that it is not safe for them to travel and that a usually in-person class must be held virtually, they should notify students at least an hour ahead of time, as well as their department chair and dean.

When a staff member determines that it is not safe for them to travel they should contact their supervisor. Depending on the needs of the unit and/or the provisions of the member's IWA (if any), the supervisor may allow the individual to work virtually, to make up time at a later date, or to take personal leave.

### **When Virtual Activities are Cancelled**

In the unlikely event that an extreme weather event dictates that Shenandoah University or a particular location temporarily halt even virtual activities, this will be specified in the announcement:

“All classes at SPL are cancelled for tomorrow.”

### **Media and Campus Announcements**

**Emergency Alert System (e2Campus Alerts)**—Students, faculty and staff **must sign up** for 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.

Closings, delays and related changes will be announced using the following media:

- e2Campus Alerts via text and email
- SU website ([www.su.edu](http://www.su.edu))
- Radio:
  - WINC FM – 105.5 FM Winchester
  - WUSQ/Q102 – 102.5 FM Winchester
  - The River – 95.3 FM
  - WAYZ – 104.7 FM Hagerstown, MD
- TV:
  - Winchester's local Channel 6
  - WHSV – Harrisonburg
  - NBC – Channel 4
  - WUSA – Channel 9
- **Campus Phones**—Notice of campus status will be recorded on the Shenandoah University main line (540-665-4500).

## **Appendix A: Virtual Learning Policy**

*For purposes of this document, the term “classes” refers broadly to university-scheduled classes, labs, rehearsals, and similar activities. Individual experiential learning activities such as clinicals, field placements and internships are addressed separately.*

When a Shenandoah University location is closed while classes are in session, the following policies will apply unless otherwise announced:

1. Classes that were previously scheduled to be held virtually will continue as scheduled unless otherwise determined by the instructor in accordance with 2.b. below.
2. Classes that were previously scheduled to be held in person will meet as follows:
  - a. By default, such classes will meet virtually at the usual time using Zoom or another communication mechanism specified by the instructor.
  - b. Alternatively, the instructor may notify students that the class material will be made up a) in-person at another time determined by mutual agreement, b) online, synchronously at another time determined by mutual agreement, or c) asynchronously. [Guidelines](#) for contact hours and activities are available through the Center for Teaching and Learning.

## **Delayed Opening or Early Closing**

When a delayed opening is announced, the following procedures will apply:

1. Classes that were previously scheduled to be held virtually will continue as scheduled.
2. Classes that were previously scheduled to be held in person will meet as follows:
  - a. By default, classes scheduled to meet before the delayed opening time will meet entirely virtually.
  - b. Alternatively, the instructor has the discretion to begin the class in person at the time the location opens, ending the class at the usually scheduled time and making up any missed time as described [above](#). Students must be notified at least one hour ahead of time of such a change.
  - c. Classes that were previously scheduled to begin at or after the delayed opening time will meet as regularly scheduled (in person or virtually).

When an early closing is announced, the following procedures will apply

1. Classes that begin at or after the early closing time will meet virtually.
2. Classes that begin before the early closing time but end after that time will meet as regularly scheduled (in person or virtually) until the early closing time, after which the remainder of the class will be made up as described [above](#). Alternatively, the instructor may elect to hold the entire class virtually. Students must be notified at least one hour ahead of time of such a change.

For classes that meet at or shortly after a delayed opening or early closing time, instructors should be aware that students may need to travel to campus from their virtual learning location, or vice versa. Students whose schedules require that they travel during a class meeting time due to an inclement weather closure should notify their professors at least an hour ahead of time.

### **Rescheduling Exams**

In the event of a campus closure during the week of final exams, instructors have several options:

1. Instructors may offer the exam virtually at the regularly scheduled time.
2. Instructors may offer the exam as a take-home exam or otherwise asynchronously.
3. Instructors 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. Instructors 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.
4. Instructors may change the final exam assignment to a different assignment that can be done through digital means, such as a paper or a podcast.
5. Instructors may offer their classes the option of reassigning different weights to already completed coursework (e.g. quizzes, exams, papers, portfolios, projects, presentations, etc.), thereby forgoing the final. However, if a student wants to take a final exam, Instructors must grant that request and offer the student the option to do so within the time specified in #3.

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

**Clinical experiences, field placements, internships** and other experiential learning activities will follow the policies identified for each experience.

### **Appendix B: Athletics Inclement Weather Policy**

In the event the University closes and practice or athletically related activity is scheduled, the following procedure should be followed:

1. The practice or activity must be approved by the Director of Athletics or designee in consultation with the Director of Physical Plant, Head Athletic Trainer and other personnel as deemed necessary.
2. The practice will be voluntary and no repercussion to the student-athlete will be assessed if they are unable to attend due to safety concerns.
3. Safety is always paramount.

In the event that the University closes and an athletic competition is scheduled, the following procedure should be followed:

1. If it is a home competition rescheduling will be considered. If a visiting team has already arrived in town, all efforts should be made to hold the competition.
2. If it is an away competition, the Director of Athletics or designee in consultation with the Head Coach, the Director of Physical Plant, and Director of Public Safety will determine whether the team should travel.

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