

## **Adverse Weather and Emergency Events/Closing Protocol**

In accordance with Western Carolina University Policy #41

The Department of Student Community Ethics (DSCE) protocol is designed for the safety of students, faculty, and staff who engage with the DSCE, while also ensuring the DSCE upholds the student conduct hearing process and the rights of students.

### **Condition 1 (Reduced Operations)**

In the event of a Condition 1 determination, Student Community Ethics will operate on a regular schedule. All meetings, trainings, and activities will happen as scheduled. If a student deems it unsafe for them to attend a scheduled meeting, then it is the responsibility of the student to call to reschedule their meeting before the time of the originally scheduled meeting. Example: If a student has a meeting at 9am during a condition 1 event, the student should call to reschedule before 9am.

### **Condition 2 (Suspended Operations)**

The Department of Student Community Ethics will close during a Condition 2 determination since all DSCE employees are considered non-mandatory and, thereby, unable to report to work.

- If a hearing board is scheduled during a condition 2 event, the DSCE will work to reschedule the hearing once normal operations resume.
- If a meeting with a student is scheduled during a condition 2 event, DSCE will work to reschedule the meeting once normal operations resume by doing the following:
  - Send an email with a new deadline for the student to respond to set up a meeting. The new deadline will be no sooner than the deadline listed in the original initial meeting letter, but may provide more time at the discretion of the hearing officer.
- If a summons meeting is scheduled during a condition 2 event, DSCE will send an email with the new summons date/time. The summons date/time will be scheduled as soon as availability by all parties allows since the student already failed to respond to the initial meeting letter.

### **Condition 3 (Closure)**

The Department of Student Community Ethics will close during a Condition 3 determination since all DSCE employees are considered non-mandatory and, thereby, unable to report to work.

- If a hearing board is scheduled during a condition 3 event, the DSCE will work to reschedule the hearing once normal operations resume.
- If a meeting with a student is scheduled during a condition 3 event, DSCE will work to reschedule the meeting once normal operations resume by doing the following:
  - Send an email with a new deadline for the student to respond to set up a meeting. The new deadline will be no sooner than the deadline listed in the original initial meeting letter, but may provide more time at the discretion of the hearing officer.
- If a summons meeting is scheduled during a condition 3 event, DSCE will send an email with the new summons date/time. The summons date/time will be scheduled as soon as availability by all parties allows since the student already failed to respond to the initial meeting letter.

**If you have a question that does not fall within the above guidelines or you need to reschedule a meeting per the above protocol, please call Student Community Ethics at 828-227-7234.**