## 5.03 Cancellation/Disruption of Classes

Since Western Carolina University is a residential university with more than 3,000 students in residence halls, the university does not, as a matter of general practice, close its operations or cancel classes in Cullowhee. Exceptions to that practice are rare and occur only when there are unusual circumstances such as bad weather, or when the entire student body is away from campus (usually during an extended breaks and would face difficulty in returning. Classes taught off-campus will be held unless conditions at those sites are hazardous. Should the host administration cancel classes or close campus, Western will abide by that decision.

The Provost will evaluate conditions and determine whether conditions require modifications to the regular campus class schedule. Should the decision be reached to modify daily operations, Public Relations will announce modifications to the university schedule via media outlets, the university website and email. In addition, students, faculty and staff are encouraged to check the university website (www.wcu.edu) when the possibility of cancellation arises. Updates about the status of university operations will be posted on a continuing basis. Students are expected to contact their instructors for any alternative plans for the class (see Section 5.03.02D). Faculty are expected to notify students concerning any alternative plans.

### 5.03.01 Cancellation/Disruption of On-Campus Classes Due to Inclement Weather

When the possibility of disruption to the on-campus academic schedule occurs in winter because of road conditions, the following general guidelines apply.

Each occurrence will be evaluated separately. However, if snow or ice occurs when resident students are present on campus, the university usually will elect to continue with the regular schedule of on-campus classes even though some commuting students may be unable to reach the campus. In such cases, we will attempt to notify off-campus students of our decision by local media and the WCU website (www.wcu.edu), with the expectation that they will use their best judgment about whether or not they are able to attend classes. The University expects students to make every effort to attend classes, but not to place themselves in dangerous driving conditions. Students are expected to contact their instructors for any alternative plans for the class (see Section 5.03.02D). Faculty are expected to take weather conditions into consideration in working with students who were unable to attend classes and to notify students concerning any alternative plans. Faculty members will accommodate those students who are unable to attend class because of hazardous weather conditions.

Under this policy, there also may be times when road conditions prevent individual faculty members from reaching the campus to teach their classes. Faculty members in that situation should notify their Department Head or Dean as soon as possible so that the individual class may be covered or canceled. Deans and Department Heads are responsible for arranging for their telephones to be covered by someone who can get to the campus beginning about 7:30 a.m. in order to handle 8:00 a.m. class arrangements.

### 5.03.02 Cancellation/Disruption of Off-Campus Classes Due to Inclement Weather

When the possibility of disruption of the off-campus class schedule occurs in winter due to road conditions or conditions at the host site, the following general guidelines apply.

A. Off-campus Classes—All Locations

1. Each occurrence will be evaluated separately for each class location.

2. For WCU classes hosted at other locations, please refer to decisions concerning class cancellation made by that specific host campus administration. Online classes will be conducted as determined by the instructors of those course sections.

3. Faculty members whose individual situations prevent them from reaching the class site are responsible for notifying their Department Head or Dean or the director of the program as soon as possible. The director of the program, in consultation with the instructor, of which the course is a part will make the decision as to whether the individual class can be canceled. If the director decides to cancel a class, the faculty member also is responsible for notifying the students in the class.

4. We will attempt to notify students of any cancellation by means of local media and website (www.wcu.edu) announcements throughout the region affected. The Office of Public Information is responsible for making these arrangements when a decision has been reached.

5. When classes continue to meet under adverse weather conditions, students will individually use their best judgment about whether they are able to attend class. The faculty are expected to take these conditions into consideration in working with students who are unable to attend.

B. Asheville Program

Decisions affecting courses offered in Asheville are managed by the division of educational outreach in consultation with the Director for WCU programs in Asheville and the Provost at UNC Asheville. Faculty will be notified of decisions by the Director for WCU programs in Asheville. If adverse weather conditions should develop after the faculty and students have reached Asheville, the Director for WCU programs in Asheville will make decisions about the continuation or cancellation of classes and notify all the students and faculty. When UNC Asheville announces cancellation of its classes, WCU classes held on the UNC Asheville campus are cancelled.  When A-B Tech cancels classes, Western’s classes on their campuses are also cancelled.

C. Cherokee Program

Decisions affecting courses offered in Cherokee are managed by the Director of the Cherokee Center in consultation with the Dean of Educational Outreach. Faculty and their Department Head will be notified of the decisions by the director of the Cherokee Center.

D. Make-Up of Cancelled Classes Due to Inclement Weather

Each instructor is expected to develop a plan for making up class time cancelled due to inclement weather or any other pertinent reason---a plan that integrates well with course objectives. It may be an extra class meeting (face to face or on-line), but it could also be an extra assignment, a supplemental discussion, etc.). Any required make-up activity needs to take place during the regular academic week unless the course, in general, stipulates otherwise.