

## Class Cancellation Policy

In every situation, both individual and institutional, the decision to cancel classes should be taken very seriously. The reputation of the College and the integrity of the academic program rely on every class being conducted according to the schedule; as well, there are financial ramifications for students and their employers whenever a class is not held.

### A. Inclement Weather Cancellations

#### 1. Cancellation of Classes by the College

When predictions of severe weather warrant closing the College or delaying the opening of the College, every attempt will be made to announce this decision at least two hours in advance, to accommodate those faculty and students who come to campus from a distance. You may obtain this information from any of the following sources:

- a. Inclement Weather Hotline (610-606-4629)
- b. Television stations: WFMZ TV 69, WNEP TV 16
- c. Radio stations: WODE FM 99.9, WCTO FM 96.1, WLEV FM 100.7, WAEB FM 104.1, WAEB AM 790, WEST AM 1400

#### 2. Faculty Member Decision to Cancel a Class

Occasionally, weather-related conditions at a faculty member's home make it difficult or impossible to travel to Cedar Crest even if the College is open. In this situation, *the faculty member is responsible* for notifying students directly of the decision to cancel a class. Academic administrative assistants or other support staff should not be expected to assume this responsibility for any faculty member. Nor should a faculty member let a message with the switchboard or ask someone to post a sign on a classroom door. When the weather is inclement, *everyone* is facing problems, including staff and other faculty, so you must assume the responsibility of notifying your students. Keep in mind that some of the students in your class may live an hour or more from campus and thus deserve to have cancellation information in advance.

Faculty members should determine the optimal way to contact students in their classes. You should discuss your approach to class cancellation with your students well in advance, ideally at the beginning of the semester. You may do this by email or phone; if you choose this method, you should solicit an email address and/or phone number from each of your students, asking for the best way to contact them just previous to your class meeting time. Be sure to tell them that the information on the list is expressly for this purpose and will not be shared with anyone.

Perhaps the *easiest and most convenient way* to implement an individual contact system is to use your voice mailbox to relay the information, thereby enabling your own individual "weather hotline". Your voice mail "greeting" can be changed from off

campus as instructed below. You should discuss this method of contact with your students well in advance, informing them that you may have to cancel your class due to weather even if the college is open. If there is a potential weather problem, they will then know to call your campus voice mail before coming to class.

**Procedure for Changing your Voicemail Greeting from off campus:**

1. Dial 610-606-4666
2. Following the recorded directions, press #
3. Following the recorded directions, enter your 4-digit campus extension and your security code
4. You will now be in your voice mailbox; press #, then press 3
5. When the recording says “For personal options, press 1”, press 1
6. When the recording says “To record a personal greeting, press 3”, press 3
7. When the recording says “To record your normal greeting, press 2”, press 2
8. Press 2 again to bypass listening to your current greeting. The recording will instruct you “To start recording, press 2; to stop recording, press 2”
9. Press 2; at the beep, record the information about your cancellation, including any assignment for students, then press 2 again to close the recording session
10. The recording will say “To save this message, press 5; to review this message, press 6; to delete this message and record a new greeting, press 4”. (If you would like to listen to your new greeting, press 6.)
11. When you are satisfied with your message, press 5 to save, then press \* to exit your mailbox.
12. Remember to change this greeting later as necessary.

If you do not have a telephone extension on campus, you should discuss a notification procedure with your department Chair.

Finally, you should let a message for your department administrative assistant so that the department has the information about your cancellation, but you should not assume that student notification will result from this call.

If an institutional decision is made to close the College for inclement weather conditions, faculty do not need to contact students.

**B. Other Cancellations**

1. Anticipated absence

If you know that you will not be present for a class because you will be attending a conference or engaged in another professional activity, announce this information to your students well in advance, on the syllabus if possible. Discuss alternative activities or assignments with the students and make it clear how the time will be made up.

Although you may try to reschedule the class, you should assume that the complex schedules our students have may make it difficult or impossible to do this.

## 2. Emergency absence

Occasionally a medical or personal emergency arises which necessitates your canceling a class at the last minute. There are many variables involved in this kind of situation: meeting time of the class (day/evening), time remaining before the class meets, residential/nonresidential status of students, class size. It is your responsibility to use good judgment to make the best of this unfortunate situation.

If you can notify your students individually by phone or email, this is the best alternative (obviously, the “hotline” system will not work for emergency absences). If your situation prevents you from doing this and the emergency occurs at a time when your academic administrative assistant is at the College, you should call her and ask her to notify the students in your class. Many departments maintain “last minute” email/phone lists (similar to the one discussed in A2 above) for just this purpose. At the very least, Security (extension 3522) should be notified so that a cancellation notice can be placed on the classroom door and a message should be left with the Provost’s office (extension 3397). ***Do not call the College Center or make that the sole point of notification, as most students do not pass through this area regularly.***

Any emergency absence should be reported to the Department Chair and to the Provost as soon as possible, either by the faculty member or the administrative assistant.